MURRAY CITY

SAFETY MANUAL

Revised 06/02

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IN CASE OF EMERGENCY CALL 911

FORWARD

Murray City is sincerely concerned with the safety and welfare of its employees and the public it serves. It acknowledges an obligation as an employer to provide the safest possible working conditions for employees and a safe environment for the public that we are concerned about. These are irreplaceable. Your means of livelihood is diminished or at worst destroyed when you are disabled. You and your family are the chief sufferers.

The primary purpose of this booklet is to acquaint you with the general safety rules and policies. It reflects the efforts of many people to establish reasonable, practical, safe work practices to prevent accidents. Our approach to accident prevention cannot be simple or basic; it is complicated by the wide differences in tasks performed and the differences in work environments. Rules and policies concerned with specific department operations will be explained to you by your supervisor. Note: As you study this manual, the masculine gender includes the feminine and neuter.

We can and we must perform the tasks of government operations and public services without accidents. It is the responsibility of all City employees to contribute to that goal. The attitude which shall guide our efforts is as follows:

1. Accidents are caused and can be prevented.

2. Safety is a mark of skill and of good sense.

3. The City is sincerely interested in safety and is willing to pay in time and money to prevent accidents.

4. Safety is a personal responsibility.

5. No job is so important and no service is so urgent that we cannot take time to perform our work safely.

6. We owe a moral obligation to each other to do everything possible to prevent accidents.

7. Managements interest in preventing accidents is sincere. Neither the employer nor the employee can afford the losses that accompany an accident.

8. The work areas and equipment will be kept as safe as possible. As new hazards are discovered, corrective measures will be taken.

9. Each employee should report all unsafe conditions encountered in his work.

10. No employee is expected to undertake a job until he has learned to do it and is authorized to do so by his supervisor.

11. All injuries must be reported immediately.

12. Compliance with safety rules (such as the use of safety equipment) is a condition of employment.

We will achieve a good, a mediocre, or a poor occupational safety record in direct proportion to the amount of effort we are willing to put into it. Mere wishful thinking or talking about it will not produce the results we must achieve.

The safe worker benefits himself, his family, his fellow workers, his City and the rest of society in which he lives. Make safety your way of life.

INTRODUCTION

This manual is issued to inform City employees about the management policies that are the basis for our occupational safety program, and to establish uniform safety procedures for tasks that are performed in more than one public service division. Safety procedures for specialized tasks performed solely by one particular unit shall be prepared by the department head concerned and, after approval of the City safety committee, issued only to employees performing those tasks. It should be emphasized that all employees should comply with these specialized rules whether they are included here or not.

The manual is divided into sections, each concerned with a particular type of task, equipment, operation, or hazard so that they will be easy to read, understand, and follow.

All employees sign an agreement to carefully study (not merely read, but CAREFULLY STUDY) this manual within a reasonable time after receiving it (usually within 30 days). As new sections are added to the manual, they must also be studied. If, after studying the manual, an employee has any questions, they should contact their Department Head or the City Safety/Health Manager.

Department heads have been directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. They have further been directed to develop and administer an active department safety program. The program sets standards <u>every</u> employee must accept if it is to be successful. All employees are charged with responsibility for cooperating with, and supporting, the safety program objectives. Every employee is expected, as a condition of employment to concern himself with his own safety, the safety of his fellow workers, and the safety of the general public affected by City functions. This means willing acceptance and active support of approved safety rules or safety procedures. It is important that employees be constantly on the alert for potential hazards which are not referred to in any written practices, but which may result in injuries or property damage. Where potential hazards are thought to exist, employees shall use all known precautionary measures, and when in doubt as to the procedure to follow, shall consult their supervisor before proceeding with the work.

SAFETY is a way of life. Most people endorse it, many talk of it frequently, but all of us fail in varying degrees to live up to the commitment we preach. Failures in accident prevention occur when we overlook safety to concentrate on a mechanical skill or problem; or when we fail to recognize a hazard; or when we just get in too big of a hurry to get the job done and take unnecessary risks.

Experienced professionals in any occupation recognize that you cannot afford to ignore safety. Accidents are too costly. They cost employees physical pain, possible disability, and potential loss of income or future earning power. Workman's Compensation, no matter how liberal, will never equal the cost of injuries to employees. It is certainly small consolation to the wife and children of an employee who suffers fatal, or severely crippling injuries. Accidents cost employees money and lost time for Workman's Compensation, medical treatment, repair of damaged equipment and many hidden costs that are not easily measured. Accident pre-vention is just plain common sense self insurance. Safe operating procedures are a demonstration of a job skill. Safe performance is efficient performance.

AN ACCIDENT IS ANY UNPLANNED EVENT THAT INTERRUPTS PRODUCTION. When we use the term "production", we are talking about the successful completion of any work task. The remark, "we almost had an accident," is usually understating the situation because, even though no one was injured or no property was damaged, there is always some cost involved. It may be merely a slowdown in production or work performed. The lesson that is important to heed is that the so called "near misses" are warning signals. Something is wrong. It should be identified and corrected before someone is injured. A careful study of accidents over the years has proved a simple, basic law governing human behavior: If an unsafe act is performed enough times, or an unsafe condition is allowed to exist long enough, it will eventually result in an accident. Just how long it will take may vary, but an accident is bound to occur sooner or later.

Accidents don't just happen. They are caused. They are caused because someone did something he shouldn't have done; or because a hazard was not recognized. These are human failures. Human failures can be controlled. By exercising self-control, every employee has an opportunity to demonstrate job skill. By passing on this knowledge to others, an employee demonstrates team work. By demanding safe performance and enforcing approved safety procedures, a supervisor demonstrates concern for his employee's welfare. Accident prevention can be the most important employment benefit any of us have.

What does all this add up to? Here is a positive side of safety: (1) Safety is a matter of COMMON SENSE acceptance of procedures developed through experience for your self protection. (2) The SAFE way to do a job is the most EFFICIENT way to do it. (3) SAFE performance - a good safety record - is a mark of JOB SKILL. (4) Shortcuts that ignore safety usually take more time than save time.

" WATCH YOUR STEP "

TRAINING AND JOB INSTRUCTION

All supervisors shall be expected to study the application of safety engineering principles to supervision techniques. Supervisors are expected to conduct on-the-job training to help you learn how to adapt skills you now have to some of the unique requirements of municipal employment. Supervisors are expected to conduct "tailgate sessions" to plan and layout daily work assignments, or make frequent individual contacts emphasizing potential hazards and safety procedures to avoid them. They will observe your performance and correct you when necessary to insure that safe job procedures are followed.

When accidents occur, supervisors will investigate them. While an employee may have to accept responsibility for deliberate, wanton acts, the main purpose for the early investigation is fact finding, not fault finding. The objective, of course, is to determine how and why the accident happened so that we can prevent it from happening again. There should be a constant program of job safety analysis to identify hazards and eliminate them before accidents happen. You may be called upon to help make such analysis.

RESPONSIBILITY FOR SAFETY

1. The DEPARTMENT HEAD may and usually does delegate authority and assign responsibilities for most areas in his control. The department head cannot delegate or sign away his responsibilities for accident prevention, however. The results from this program are expected to be in direct proportion to the interest and guidance provided by the department head.

2. SUPERVISORS will assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction to include the practice of conducting in-house quarterly safety inspections, and they will set the example of good safety practice in all spheres of their endeavors. Safety records shall be measured along with other phases of supervisor performance. Therefore, it is absolutely essential that such records be complete and accurate and that all accidents be fully reported to include "First Report of Injury" and "Supervisor's Investigation Report".

3. ALL EMPLOYEES are responsible for compliance with safety procedures, standards, and rules outlined in this manual or other applicable directives that are established to prevent injury to themselves, other persons or damage to equipment and property. They are also responsible for promptly reporting to their supervisor any hazardous conditions or procedure that affects them, their fellow workers, or the general public.

4. The Safety/Health Manager is responsible for the organization, coordination, and implementation of programs and safety education, hazard inspections/elimination, and accidents/injury reporting. The Safety/Health Manager will advise the Mayor, department heads, and supervisory personnel on problems relating to accident prevention, and will recommend appropriate action to correct the problem areas. However, the Safety/Health Manager is not expected to exceed his staff administrative responsibility to perform line functions that are properly a responsibility of management and supervisors. The Safety/Health Manager does not relieve department heads and intermediate supervisors of a basic responsibility; that of expanding their management and supervisory practices to incorporate safety engineering principles in all supervisory efforts.

WORKERS COMPENSATION POLICY

PROVISION

Workers' Compensation benefits are provided to Murray City employees who become injured on the job and cannot perform their normal duties due to an accident or an occupational disease.

ELIGIBILITY

Murray City employees are eligible for workers' compensation as required by the State of Utah Workers' Compensation Act and Utah Occupational and Disability Act.

WORKERS COMPENSATION COVERAGE

Workers' Compensation shall cover and pay the following:

1. Hospital and medical bills.

2. Time lost from work.

3. Permanent partial or permanent total disability as defined by the Utah Workers’ Compensation laws.

4. Death and burial benefit.

REPORTING REQUIREMENTS

1. An employee who is injured must immediately report the injury or incident to the employee’s immediate supervisor.

2. The injured employee's supervisor must fill out an IHC Authorization of Medical Treatment Form and send this form with the employee. The employee should be taken to IHC WorkMed at 201 East 5900 South in Murray Between the hours of 7:30 a.m. to 5:30 p.m. Monday through Friday. All life threatening injuries should be taken directly to Cottonwood Hospital emergency room or the nearest hospital regardless of the time of day. After hours, the employees should use Taylorsville InstaCare at 3845 West 4700 South until 10 p.m.,7 days a week, and then Cottonwood Hospital emergency room thereafter. **Failure to use the above medical facilities may result in lost or reduced medical benefits.**

   Employees working outside the Murray areas should use Intermountain Health Care (IHC) facilities whenever possible.

3. The inured employee’s supervisor must fill out the Employer's First Report of Injury and Supervisor's Investigation Forms, forwarding them to the Human Resources Department within 72 hours from the date of injury.

4. An employee reporting an accident resulting in injury while performing his or her duties on the date of the accident will be paid for that day by his or her Department or Division.

5. Following an employee's return to work, partial absences from work which relate to the original injury (doctor's appointments, physical therapy, etc.) will be charged to Workers Compensation.

6. If it is determined to be a work-related injury, the City has a Return-to-Work program, utilizing varied restricted duty work assignments. There-fore, the least desirable alternative for the employee and for the City is for an opinion to be rendered requiring the employee to be off work. Potential assignment for temporary restricted duty due to an on-the-job injury could include:

   a. The employee’s regular job, with accommodations for their short-term inability to do all the requirements of their job. For example, regular jobs with no lifting over a specified amount of weight;

   b. Temporary restricted duty can be assigned for full or partial days, depending on the ability of the employee to withstand the assignments;

   c. Temporary work assignments of a nature where skill and knowledge of their regular job are important but are not necessary to carry out the assignments. For example, inspection of workplace, cleaning and maintaining tools, inventory-type work, etc.;

d. Clerical assignments- such as reception desk work, answering the telephone, filing, or mail delivery; and

e. Self-study programs on areas specifically related to their work assignments, or more general self-improvement types of study courses. These are generally for a period of two to four hours a day.

PERIOD OF DISABILITY COMPENSATION

Temporary total disability: temporary total disability will be paid according to the dates that a doctor certifies the employee is unable to work and the employee's injury is not medically stable. During the period of medical care, doctor's reports must be completed and submitted to establish the dates for which employee compensation will be paid.

1. The responsible supervisor shall insure that the injured employee is notified of the need to maintain communications as to his or her work status. The injured employee will request and turn in to his or her supervisor the dated written notification received by the physician including employees' work status and/or next appointment date. When the doctor provides a release to return to work, it must specify full or restrict duty to include any work restrictions such as no lifting over 20 pounds, pulling, bending or etc. A copy of the doctor's release shall be forwarded to the Human Resource Department.

Permanent Partial Disability: Permanent partial disability will be given to an employee who suffers a permanent loss of body function because of a job related injury. Permanent partial disability may occur when an employee is released for work or it may occur at a later date when an employee has reached a state of recovery.

Permanent Total Disability: Permanent total disability begins when one of the following condition exists:

1. May be able to work - Employee meets the requirements of the Utah Code for permanent disability if he has suffered the loss of function or the loss of both hands or both arms or both feet or both eyes or any combination of these.

2. Unable to work - If an employee sustains a permanent disability which is so serious and totally disabling that he or she cannot return to do any work whatsoever.

The above items may be subject to change by the Utah Industrial Commission.

COMPENSATION PAYMENTS

Compensation payments are determined by the doctor's statement showing the amount of time off from work, and also verification by the Department/division as to the number of days/hours the employee has been off work. This information is used by Murray City and the Workers Compensation fund of Utah to figure time and rate of compensation as follows:

Time Off Work Reported by Doctor	Payments Made by Murray City
Less than 3 days	Paid in full by Murray City
4 to 14 days	Paid in full by Murray City
More than 14 days	Paid in full by Murray City

1. **Notice: Any monies you receive from the Workers Compensation Fund of Utah for time off work *must* be turned in to the Human Resources Department.**

2. In computing days, the number of weekend days or holidays should be added. Time off does not need to be consecutive but must be confirmed by a doctor's report.

3. Employees on an approved workers compensation leave shall continue to pay the employees' standard premium rate for life, medical, and dental insurance.

RETURN TO WORK CRITERIA:

1. The employee will not be allowed to resume work until cleared by the attending physician. Murray City will act in the best interest of the employee and the City during the rehabilitation period. Whenever or wherever possible, the City will accommodate the employee's return to work, based upon the physicians recommendations, (i.e. the employee's functional abilities, limitation and work restrictions), providing restricted duties or shortened working hours where appropriate.

2. If the employee does not return when released from the doctor's care, the Department/Division head shall notify the employee that he or she is on unapproved leave and expected to return to work immediately.

3. An employee who does not report as directed, and makes no contact with the Department/Division within three (3) days shall be considered to have abandoned the job or resigned and will be terminated.

4. The City can refuse to let an employee with a disability return to work if (1) they cannot perform the essential functions of their current job with or without an accommodation or (2) would pose a significant risk of substantial harm to the health or safety of the employee or others, if the risk cannot be eliminated or reduced to

an acceptable level with reasonable accommodation.

Revised 11/99

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EARLY RETURN TO WORK POLICY

It is our philosophy to provide as safe as possible work environment for our employees. All employees are encouraged to share safety ideas with supervisors. Everyone is responsible for following safety rules and using safe behaviors and personal protective equipment when necessary.

If an employee is injured, Murray City will use our return to work process to provide assistance. We will get immediate, appropriate medical attention for employees who are injured on the job and will attempt to create opportunities for them to return to safe, productive work as soon as medically possible.

Our ultimate goal is to return injured employees to their original jobs. If an injured employee is unable to perform all the tasks of the original job, we will make every effort to provide alternative productive work that meets the injured employee's capabilities.

The support and participation of supervisors and all employees are essential for the success of our return to work process.

PROCEDURES FOR THE RETURN TO WORK PROCESS

Follow these procedures when an employee is injured on the job.

1. An employee who is injured must immediately report the injury or incident to the employee's immediate supervisor

2. The supervisor is responsible for completing a First Report of Injury Form and a Supervisors Report for every injury, whether or not medical attention is needed. These reports are to be sent to the Human Resources office within 72 hours from the time of injury.

3. If medical attention is needed, the injured employee's supervisor should provide the treating physician with a copy of the injured employee's job description which describes job duties and essential job functions.

4. If the employee is restricted from work, the supervisor should communicate regularly with the employee.

   The supervisor should talk with the employee on the day of injury and once a week until the employee returns to work. The supervisor should obtain a copy of the Return to Work Form from the employee.

5. When the treating physician releases the employee to alternative productive work, the supervisor should attempt to develop an alternative assignment. Every assignment should meet the physician restrictions.

   EVERY EFFORT WILL BE MADE TO DEVELOP ALTERNATIVE PRODUCTIVE WORK.

6. The supervisor must keep a copy of the physician's Return to Work form.

7. The supervisor must follow up with the employee on a regular basis after the employee returns to work.

STATEMENT OF RESPONSIBILITIES

EMPLOYEE RESPONSIBILITIES:

1. Report all injuries to your supervisor immediately. If your supervisor is not available, contact the Safety/ Health Manager. All injuries are expected to be reported within 24 hours of occurrence.

2. If you are injured, tell the physician that alternative work is available to you.

3. If not released to work, call you supervisor once a week to let them know how you are doing. The purpose of this contact is to update the supervisor on the medical condition as it relates to your work capacity and availability for temporary alternative productive work assignments.

4. Attend all medical appointments and within 48 hours provide your supervisor with a copy of the physicians Return to Work Form(s) which may include work capacity and duty restrictions.

5. If the physician releases you to work, return to work on the next scheduled shift.

6. If the physician gives you medical restrictions, actively participate in the Early Return to Work program and perform temporary alternative productive work as assigned within medical limitations.

Our Early Return to Work Program is intended for a temporary alternative productive work assignment lasting a maximum of 12 weeks. Long term job accommodations will be done on a "case by case" basis in consultation with your Department Head and the Human Resources Department as well as yourself and your representative.

SUPERVISOR RESPONSIBILITIES

1. Contact the injured employee once a week and make sure all necessary forms are completed and returned to the Human Resource office.

2. Express concern for the employee's health and recovery.

3. Help create modified duty work assignments available within the employee's limitation per the physician's treatment instructions. If no instruction/restriction/ limitations are noted, the supervisor is to contact the Safety/Health Manager immediately.

4. Make sure the injured employee is following the physician's restrictions for work assignments while on light or temporary restricted duty assignment.

5. Make increases in the level of activity/physical demands of tasks assigned in order to be consistent with the physician's progressive work status reports so that the employee progresses toward returning to their original job.

6. Check the employee's condition regularly to help get the employee back to their original job.

HEALTH CARE PROVIDER RESPONSIBILITIES:

1. Provide immediate and appropriate medical care to the injured employee.

2. Assess the abilities of the injured employee.

3. Provide the employee with any necessary physical restrictions to follow when doing job functions.

4. Provide information about the employee's work capabilities to the employee's supervisor and the City Safety/Health Manager.

5. Become familiar with operations at the employee's workplace.

SAFETY/HEALTH MANAGER RESPONSIBILITIES

1. Act as the City representative

2. Maintain contact with the Health Care provider, Workers Compensation Fund (WCF), the employee, and the employee's supervisor.

3. Maintain record keeping and a reporting system for incidents and injuries.

WORKERS COMPENSATION FUND (WCF) RESPONSIBILITIES

1. Assign a claims adjustor or Vocational Rehabilitation Counselor to make a "three point" contact with the injured employee, physician and the City.

2. Provide workers' compensation benefits to the injured employee.

3. Provide information about the return to work process.

Murray City will get immediate medical attention for employees who are injured on the job and will attempt to create opportunities for them to return to safe, productive work as soon as medically possible.

WORKER RIGHT TO KNOW: CHEMICAL HAZARD COMMUNICATION

In an effort to better assure the health and safety of City employees, it is our policy to reduce the potential hazards to all employees from chemical substances used and/or stored in City work places and facilities. In an effort to maintain an increased awareness of hazard potential, the City shall:

1. Maintain written inventories of hazardous chemicals used or stored in City work areas.

2. Clearly label all products and containers stored so the label is visible.

3. Maintain a current file of Material Safety Data Sheets (MSDS's) for all hazardous materials and keep copies of MSDS's at each work site for all materials used and/or stored at that specific site.

4. Provide general training to all employees regarding health hazards, proper handling of chemicals, correct emergency procedures, and proper use of chemical hazard information.

5. Provide outside firms contracted with the City with all pertinent chemical hazard information as well as protective measures to lessen the probability of employee exposure.

"DOING THE JOB RIGHT SAVES EXPLAINING WHY IT WAS DONE WRONG."

In addition to the Murray City Safety Manual, Murray City Power Department has adopted the American Public Power Association (APPA) Safety Manual, Eighth Edition, (1988) in its entirety, with the following exceptions:

-- Rule 112, para. "h", pg. 25 - Deleted
-- Rule 117, pg. 28 - Deleted in its entirety. (Murray City Power Dept. employees shall ventilate suspect areas so supplemental breathing equipment will not be necessary.)
-- Rule 123, pg. 30 - Where applicable, this rule shall also apply to hydraulic tools.
-- Rule 131, pg. 35 - Deleted in its entirety. (Murray City Power Department employees shall not be involved in activities covered in Rule 131.)
-- Rule 206, pg. 44 - Deleted in its entirety. (Murray City Power employees shall ventilate areas where respirators would otherwise be used.)
-- Rule 310, pg. 52 - Applies to backhoes where applicable.
-- Rule 311, para. "g", pg. 55 - Continue sentence as follows: "...except in specific vital instances and only upon special authorization."
Also, accepted Murray Power hand signals shall apply for pages 55 and 56.
-- Rule 503, para. "n", pg. 65 - Continue paragraph as follows: Gaff sheaths shall be used when gaff is not in use.
-- Rule 506, pg. 69 - Deleted in its entirety. (Murray City Power Department employees shall not become involved in bare-handed work on energized lines.)
-- Rule 601, para. "b", pg. 85 - Except for certain types of trees and except in specific vital instances and only upon special authorization."
-- Rule 602, para. "j", pg. 87 - Deleted in its entirety. (Murray City Power Dept. employees shall not be involved in the use of electric powered tools in tree associated work).
-- Rule 606, pg. 89 - Where applicable, this rule shall apply to stump grinders.
-- Rule 803, pg. 102; Rule 806, pg. 105; Rule 810, pg. 108; Rule 811, pg. 108; Rule 812, pg. 110; Rule 813, pg. 111; and Rule 815, pg. 112 - Deleted in their entirety.
-- Sect. 10, pgs. 116-125 - Deleted in its entirety. (Refer to Murray City Standard First Aid Training Procedures.)

The Murray City Parks Department has specific procedures for Operation of an Ammonia Refrigeration System and Respiratory Protection for Ice Skate Sharpening. These procedures apply to the Parks unique operations.

SECTION I

GENERAL RULES

Safety means efficient performance. Safety must, therefore, be a part of the planning for every job, equal in importance to all other operational considerations. Observing the safety procedures contained in this manual will make City operations safer, for every employee must be alert to the possibility of improvement. People are constantly finding new ways to do things. The new ways are not always safer, or even an improvement in any sense perhaps, but it is possible to find safer ways to do things that are improvements upon established methods. Employee suggestions for improvements of work conditions and work procedures are welcomed, in fact, invited. Changes must not be made, however, until suggestions have been evaluated and revision of the current procedure has been approved.

Unsafe conditions and unsafe procedures must be identified before they can be corrected. Consequently, every employee is responsible for immediately reporting those he recognizes. All accidents should be reported, whether personal injury or property damage is involved, or not. Remember - the "near misses" are danger signals. The accident you prevent may be the one that could have injured you. (Remember - AN ACCIDENT IS ANY UNPLANNED EVENT THAT INTERRUPTS PRODUCTION.)

The following general safety procedures are established:

1. Report all personal injuries, no matter how minor, to your immediate supervisor as soon as possible. This must be done whether the injury resulted in lost time from work or required medical attention or not. Prompt reporting of accidents is a requirement under Federal and State OSHA Laws and the Workman's Compensation Law.

2. The City does not expect you to take any unnecessary chances to work under hazardous conditions. Learn the right way to do your job. That will be the safe way. If you are not sure you thoroughly understand the job, ask your foreman for further instruction.

3. Avoid horseplay and practical jokes on the job. Any employee participating in such activities shall be subject to disciplinary action.

4. Consumption of alcoholic beverages or drugs on the job, or during working hours, is prohibited. Any employee reporting to work under the influence of illegal drugs or alcoholic beverages during working hours shall be subject to disciplinary action.

5. Work at a speed consistent with safety. "FOOLISH HURRY", such as running in passage ways or on stairs is dangerous.

6. Keep yourself in good physical condition to do a day's work.

7. Use hand rails on stairs on elevated places.

8. Jumping from an elevation, such as a table, bench, or platform, is liable to result in serious injury. "DON'T DO IT."

9. Always inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use tools and equipment that are defective to an unsafe degree.

10. Remove splinters from work benches, tables, bins, shelves, or chairs before someone is injured.

11. Remove, cut off, or hammer down protruding nails, staples or steel straps.

12. Work clear of suspended loads; if a load is moved above where you are working, stand aside until it has passed by.

13. Obey warning tags and signs. They are posted to point out hazards.

14. Operate only the machinery or equipment you have been authorized and trained to operate safely.

15. Remove jewelry, such as rings, identification bracelets, etc., in work involving climbing, materials handling, or operating mechanical equipment.

16. Never reach over moving parts of machinery or equipment.

17. Never operate machinery or equipment with guards removed.

18. Report to work in appropriate clothing suitable for the type of work you perform. This includes footwear. Avoid wearing loose clothing or jewelry near machinery or equipment with moving parts.

19. Wear protective equipment as required. <u>Its use will be enforced.</u>

20. Common sense, health and sanitation rules, must be observed for the welfare and consideration of other employees.

VIOLATIONS OF SAFETY POLICIES/PROCEDURES

All employees have signed an agreement to carefully study, understand, and follow the management policies contained in the Safety Manuals including the Power Department APPA Safety Manual. The goal of discipline is to correct safety non compliance by following the City Management Policies outlined in the occupational safety program. Safety policies are a condition of employment that concern individual safety, the safety of fellow employees, and the safety of the general public affected by City functions. This may be achieved by applying these basic principles:

1. Regularly remind all employees of the proper conduct as contained in the City Safety Manuals.

2. Call immediate attention to the infraction.

3. Apply discipline consistently.

4. Consult with line supervisor, Department/Division heads and the Human Resources Director regarding problem cases.

FORMS OF DISCIPLINE THAT MAY BE IMPOSED

All employees of Murray City are subject to disciplinary action for violations of established safety policy/procedures. Discipline generally involves one of the following, however, combinations or level of disciplinary action may be imposed in any fact situation based upon the type, frequency and seriousness of the incident/ injury/ accident. For example, a more serious sanction may be warranted for violations which has resulted in personal injury or property damage. On the other hand, lesser level of discipline may be appropriate for a less serious violation which does not involve personal injury or property damage.

ORAL REPRIMAND: This is a clear, verbal communication to the employee that a safety violation as contained in the Safety Manuals has occurred and includes a warning the violation is not to occur again. This form of discipline shall be appropriate for minor infraction, but not for serious safety infractions.

WRITTEN REPRIMAND: This is the written record of violation of safety policies and includes a reference to all previous disciplinary action's and/or new violations. A copy of the reprimand will be placed in the employee's personnel file.

SUSPENSION WITHOUT PAY: Suspension is a serious penalty and applies to serious violation of safety policies which endanger an individual's safety, the safety of fellow employees, and the safety of the general public or continued violation of the policy.

PLACED ON PROBATION: The movement of an employee from the status of a regular career or civil service employee to a probation status for unsatisfactory job performance is permissible and can be used as a disciplinary action.

DEMOTION: This form of discipline is used in an attempt to encourage a change in the employees work habits, attitude and conduct concerning an individual's safety, the safety of fellow employees, and for the safety of the general public, while on the job. However, there are some instances where management shall have the option of demoting or dismissing an individual who is totally unresponsive to making the required corrections, adjustments, etc.

DISMISSING AN EMPLOYEE: Dismissal will follow attempts to correct the serious violation of one or more safety policies or where significant injury or property damage has occurred.

An employee may seek an administrative review of any action taken under this policy as provided by state law or City ordinance (refer to Career Service or Civil Service Grievance/Appeal procedures).

Adopted 5/02/96

" DON'T BEGRUDGE OLD AGE,--IT'S A PRIVILEGE DENIED TO MANY BECAUSE OF ACCIDENTS. "

SECTION II

OFFICE SAFETY

Office work is more dangerous than is commonly supposed, and many accidents occur during ordinary office routine.

1. Every employee shall be responsible to see that his own desk and work area is clean and orderly. Pick up items, such as pencils or paper clips, and wipe up any spilled liquids. Good housekeeping is the key to a safe office environment.

2. Keep an eye open for loose or rough floor covering.

3. Be extra cautious when you come up to a door that can be pushed toward you. Take it easy when pushing one open and slow down when coming to a blind corner.

4. Haste when walking between desks results in bruises and falls. Watch out for electrical cords and keep them out of aisle ways.

5. All file, desk, and table drawers shall be kept closed when not in use. As soon as you leave them, close them. Never open more than one file drawer at a time.

6. Overloading the top drawer of unsecured file cabinets has caused many an injury and damage. If unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.

7. Furniture, such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.

8. Tilting chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition. Learn the limits. Be sure your chair is behind you before you sit down.

9. Never use chairs, desks or other office furniture as a make-shift ladder. Use a step ladder. Don't over reach and lose your balance.

10. Message spindles are a frequent source of puncture wounds to hands and other parts of the body. When used, the point shall be protected by a suitable blunt cover, or preferably, the point should be bent at a horizontal angle.

11. Keep blades of paper cutter closed when not in use.

12. Pencils are safest when carried point down in pockets.

13. Scissors, paper cutters, glass and razor blades can cause painful injuries. Report such injuries at once to protect yourself from infection.

14. Keep your hands clear of electric printers or typewriter carriages while they are in motion.

15. Paper can cut and it hurts. Use a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.

16. Keep paper clips, thumb tacks, and pins in a place where they can't bite, like an old typewriter ribbon box, and keep razor blades covered. Even a little scratch can get infected.

17. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it, and report it.

" A MAN MUST BE BIG ENOUGH TO ADMIT HIS MISTAKES--SMART ENOUGH TO PROFIT FROM THEM--AND STRONG ENOUGH TO CORRECT THEM. "

SECTION III

HOUSEKEEPING

Many painful, and sometimes disabling injuries are caused when employees are struck by falling objects, or striking against or tripping over objects they did not see. Many injuries and much property damage stems from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping.

When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents are prevented. With some planning before laying out a job, tripping hazards can be avoided and many other sprains, fractures and bruises that result from falls can be prevented.

Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools, and equipment all have a place for orderly storage, and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

The following safety procedures are established:

1. Keep work areas and storage facilities clean, neat and orderly.

2. All aisles, stairways, passageways, exits and access ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.

3. Do not place supplies on top of lockers, hampers, boxes, or other moveable containers at a height where they are not visible from the floor.

4. When piling materials from storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep aisles clear and with adequate space to work in them.

5. When storing materials suspended from racks or hooks, secure it from falling, and route walkways a safe distance from the surface beneath.

6. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.

7. Do not let soft drink bottles, soiled clothes, etc.,accumulate in lockers and work places.

8. Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your foreman.

9. Return tools and equipment to their proper place when not in use.

10. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way as to minimize tripping hazards or obstructions to traffic.

11. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed or roped off. Snow shall be removed from all access sidewalks and exterior stairs to buildings as soon as practicable. In the event the snow cannot readily be removed from traffic areas it shall be sanded or the area roped off.

12. Nail points, ends of loop or tie wires, etc., must not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.

13. Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points.

14. All packing materials should be properly disposed of to prevent fire.

15. Waste baskets are to be emptied into approved containers.

16. Oily and greasy rags shall be put in a metal container for that purpose.

17. Adequate lighting in obscure areas shall be secured for the protection of both employees and public.

18. Employees should not handle food, tobacco, etc., with gasoline on their hands.

19. Gasoline must not be handled by an employee whose hands are cut or scratched.

20. All switches or drives on machinery shall be shut down and locked out before cleaning, greasing, oiling, or making adjustments or repairs.

21. Control or circuit breaker boxes should be kept closed at all times and clear of coats, rags, bottles.

22. Extension cords should not be run across aisles or through oil or water. Cords should be inspected for kinks, worn insulations, and exposed strands of wire before use.

23. When circuit breakers blow continually, it is an indication of an overload or short. This condition should be reported to your supervisor.

24. Keep electrical equipment properly oiled, free of grease and dirt.

25. To prevent static sparks, keep drive belts dressed. Also check belts for proper tension to prevent overloading motors.

26. Fire inspections and prevention measures shall be maintained.

" ONE SHOULD NOT BE AFRAID TO ASK DUMB QUESTIONS---THEY ARE EASIER TO HANDLE THAN DUMB MISTAKES. "

SECTION IV

FIRE PREVENTION

One of the most fearsome and damaging disasters that can occur in work activities is fire. In the variety of activities performed in municipal operations, there are shops and job sites in which potential fire hazards exist. Fires can be prevented by orderly planning, sensible arrangement of fire-producing activities in relation to combustible materials, good housekeeping, and observance of practical controls of smoking habits when flammable substances are present.

The following safety procedures are established:

1. Fire equipment shall be prominently displayed, labeled for usage, and kept clear for easy access at all times.

2. Know the location of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.

3. Oily rags and other flammable wastes shall be kept in covered, metal containers. Such debris shall be removed from shop building as soon as possible and, <u>in no case,</u> shall be left unattended in a building overnight.

4. Cleaning solvents that have flammable properties (a flashpoint below 140 degrees) shall be kept in OSHA approved safety containers having spring-lift caps. Each container shall be labeled as to its contents. Use of gasoline is prohibited for cleaning parts, floor, or any part of buildings.

5. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc., shall be handled and dispensed in the smaller (one gallon) OSHA approved safety containers, having a spring-lift cap. Container must be labeled as to its contents.

6. The fueling of any type of motorized equipment while the engine is running is prohibited. When transferring flammable liquids, make sure the filler nozzle touches the equipment or can be filled in order to guard against the build-up of static electrical charge.

7. Never overfill a tank, but rather, under fill it to allow room for expansion of the liquid.

8. No artificial light, except UL listed electric flash lights will be used near escaping gasoline or other flammable vapors, or when entering an enclosure suspected of containing gas. Stay out of area completely and call 911. Check atmosphere with hydro-carbon sniffer or explosive meter.

9. Dark places, basements or cellars must not be entered without proper light. The use of matches is strictly forbidden.

10. "NO SMOKING" shall be enforced in all areas where hazard-ous substances or flammable liquids are stored or used, and in any other area where posted.

11. Exits shall not be locked (chained or otherwise) from the outside.

12. All equipment is to have a multi-purpose (A, B, C) "dry chemical" fire extinguisher in cab.

13. The City Fire Department shall be responsible for fire safety inspections for all Murray City owned facilities.

It is necessary that shops and fixed activities that contain potential fire hazards have a fire plan to combat fire if it should occur. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire; rapid reporting to the Fire Department (call 911); evacuation of affected personnel from areas involved in a fire; procedures for containing the fire in so far as it is safe to do so and, particularly, only to the extent that it is possible to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is regularly inspected by a responsible authority.

Each Murray City building is to have an emergency fire plan. The Murray City Fire Department offers a source of knowledge and assistance to department and division supervisors for establishing an emergency fire plan.

SECTION V

MATERIAL HANDLING

The types of injuries that have been experienced are strains and sprains, crushing, hernia and rupture, fractures, lacerations, bruises, and contusions.

Accidents of this nature can be avoided by taking a little time to plan ahead, using mechanical equipment wherever possible, and thinking about the proper way to do the task, and the proper tools to use for performing it.

The single and most important preventative safety measure an employee should keep on his mind is the FOUR STEP LIFTING PROCESS. The technique, putting aside considerations of costly hospital and medical bills, will save you pain and suffering that may extend into your retirement years. Therefore, it is essential that you carefully read and implement the following lifting process.

TIPS FOR BETTER BACK CARE - Back disorders are often related to the effects of faulty body mechanics (excessive twisting, bending and reaching); carrying, moving or lifting loads that are too heavy or too big; staying in one position too long; poor physical condition; and poor posture. Practicing proper back care, as well as using preventive measures such as back support belts, can reduce back injuries.

Murray City encourages and recommends that each department provide their employees with an educational program to include proper lifting techniques, the importance of physical conditioning and the use of back support belts.

' HE WHO SAYS, "TOMORROW, I WILL DO MY BEST",
HAS ALREADY WASTED ANOTHER DAY '

GET READY...

* Size up the load. If it's too heavy or bulky, play it smart --get help.
* Check the load and remove protruding nails, splinters, sharp edges, oil, grease, or moisture.
* If the surface is rough-wear gloves.
* Wear safety shoes to help prevent foot injuries.
* Know where the load is going and where you are going to put it down.
* Make sure the path you take is clear of obstacles.

PICK IT UP...

* Get a firm footing and balance; have your feet about shoulder-width apart.
* If the load is below waist level, bend your knees to get into position. Keep your back as straight as possible.
* Grip the load firmly.
* Lift the object to carrying position, keeping it close to the body. Let the leg and arm muscles do the work.

CARRY IT CAREFULLY...

* Be sure you can see where you are going.
* When changing directions, be careful not to twist your body --turn your body with changes of the position of your feet.
* Use extra caution in tight places, so as not to smash your fingers or hands.

PUT IT DOWN...

* If the receiving surface is about waist high, use the edge to take part of the load. Then push it forward.
* If you lower the load to the floor, bend your knees, keep your back as straight as possible and the load close to your body.

Beyond knowing the proper technique of lifting, employees are to follow established material handling rules:

HAND TRUCKS

1. Four-wheel hand trucks with swivel axles and tongue are to be pulled; all other trucks are to be pushed.

2. Use the right type of hand truck for the material you are using. If there is a special truck, for example a drum or drawbar truck, it should be used.

3. Watch where you are going when pushing or pulling a hand truck, and slow down at corners.

4. Allow clearance for your hands when moving through door ways or past other objects. Use truck handles.

5. Secure help in getting hand trucks up or down inclines to prevent them from getting away from you.

6. When using trucks, stop at all blind intersections before passing the area.

7. Always park trucks at a spot where people will not stumble over them; leave handles in a vertical position.

8. Report hand trucks with broken wheels, splintered handles, and other defects to your supervisor.

9. All hand truck operators are advised to wear steel-toed shoes.

10. When using hand trucks, be sure to watch the floor ahead to avoid bumps, cracks, uneven surfaces, etc.

11. Pile loads evenly. An unbalanced load may shift, causing the hand truck to overturn.

POWER TRUCKS

1. Power trucks should not travel with loads above six inches from the floor. Loads should never be lifted or lowered while traveling.

2. Power trucks must be handled only by properly trained and authorized employees.

HOISTING EQUIPMENT

1. ALL hoists are to have a rated load capacity posted on the exterior of the hoist. Employees are not to exceed the specified limit.

PILING MATERIALS

1. Have a safe base. That means a solid, smooth, and level surface. If the floor or ground is not level, use dunnage or bearing strips or timber to make sure that pile will not shift. Barrels and other materials that may roll or slide should be cocked at the base.

2. Pile to a safe height, that means not so high the pile will be unsteady, that the floor load limit is not exceeded, and that 18 inches remain between the pile and the sprinkler heads and/or ceiling.

3. Lock the material by cross-typing the layers so there are no unsteady stacks within the pile. Piles should be also stepped-back to insure stability.

4. Maintain aisle space for workers and fire equipment. Materials should not protrude beyond the face of the pile.

HANDLING GAS CYLINDERS

1. The protective cap over the valve shall be kept on when the cylinder is not in use.

2. Never wear gloves or let grease or oil be on your hands. Keep hands away from the oxygen cylinder controls.

3. Lifting cylinders is always a job for two men. If avail-able, move cylinders with a cylinder dolly.

4. Keep cylinders on end, strap or chain them securely so that they cannot fall.

5. Store cylinders away from salt, acids, films, or other corrosive substances.

" ANGER AND DANGER ARE ONLY ONE LETTER REMOVED "

SECTION VI

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) should be used when hazards of processes or environment, chemical hazards, or mechanical irritants are encountered in a manner capable of causing injury or impairment to employees through absorption, inhalation, or physical contact. Where feasible, exposure to hazards should be eliminated through engineering controls. However, PPE may be required to provide added protection to reduce the risk to an acceptable level.

The following general safety procedures are established:

Employee-owned equipment

If the City supplies PPE, employees cannot use their own PPE. Where employees provide their own PPE, the City shall be responsible for assuring its adequacy, including proper maintenance, and sanitation of such equipment. Employee-owned PPE will only be allowed for use after PPE has been inspected and approved by the Department head or his designee (s).

Design

All PPE shall be designed and constructed for the work to be performed. All PPE used by Murray City employees will meet all requirements set forth in local, State, and federal rules and regulations.

Personal Protective Equipment (PPE) Selection

The City requires the use of engineering or work practice control to reduce exposures to hazards below acceptable levels. If such controls cannot reduce exposure to an acceptable level, PPE must be used to provide additional protection.

1. Procedures apply to eye and face, head, hands and foot protection, protective clothing, respiratory devices and protective shields and barriers.

2. The Departments shall assess all workplaces to determine if hazards are present or are likely to be present that will necessitate the use of PPE. The assessment shall include basic hazard categories such as impact, penetration, compression (rollover), chemical, heat, harmful dust and electrical.

3. PPE shall be compatible with the exposure to basic hazard categories such as impact, penetration, compression (rollover), chemical, heat, harmful dust and electrical.

4. The level of PPE protection shall meet or exceed all local, State and federal rules and regulations, required to protect the employees.

5. Appropriate sizes of PPE shall be available to the employees.

6. Selection and use shall be based on established guidelines such as ANSI or NIOSH standards.

Training Requirements

The subjects to be covered in the training for eye and face, head, hands and feet protection, protective clothing, respiratory devices and protective shields and barriers. include:

1. An explanation of the hazards and how the PPE helps to protect the employee.

2. A discussion of what engineering and administrative controls are being used and why PPE still is needed for protection.

3. An explanation of when and what type of PPE is required.

4. A discussion of the function, capabilities and limitation of the PPE.

5. Instructions in how to put on and take off, adjust and wear the PPE.

6. Instructions in the proper care, maintenance, useful life, and disposal of the PPE.

7. Individual employees demonstrate the skill and knowledge necessary to use PPE properly. Demonstration shall occur before the employee is allowed to perform work requiring PPE.

8. Retraining shall occur in the following circumstances:

    a. Changes in the workplace rendering previous training obsolete, or

    b. Changes in the type of PPE to be used rendering previous training obsolete, or

    c. Inadequacy in an affected employee's knowledge or use of assigned PPE indicates that employee has not retained the requisite understanding or skill.

9. Verify that each employee has received and understands the required training through a written certification containing the name of each employee trained, the date(s) of training, and that identifies the subject of the certification.

Fit Testing

All employees required to wear PPE are fitted and tested for a proper fit prior to using the PPE in an actual situation. The manufacturers fitting and use instructions are followed when administering fit tests. Fit testing is performed during initial and periodic training.

Cleaning and Maintenance

The City is responsible for assuring that all PPE is clean and maintained. Each employee is responsible for properly cleaning and storing their own PPE.

Materials for cleaning PPE shall be provided by the City.

Employees shall inspect PPE before each use. Damaged, defective or soiled PPE shall not be used.

Disposal of PPE

Damaged, defective, soiled or single use PPE shall be returned to the Department for disposal and new PPE will be issued in replacement.

Adopted 8/1/96

GENERAL CLOTHING

1. For your safety and comfort, invest in work clothes that are sturdy, that fit well, and are washable.

2. The wearing of loose, flowing, or ragged clothing on or near moving machinery or equipment is not advisable.

3. Short-sleeve shirts or tee shirts should be worn for operating machinery. Rolled up sleeves are dangerous because they have flapping ends and because the added thickness of the cloth can pull your arm into a machine before the cloth tears.

4. Steel-toe safety shoes should be worn in all jobs involving-handling or moving heavy material. Otherwise wear sturdy, comfortable work shoes. Excessively high heeled shoes may create a tripping hazard and soft soled shoes (such as tennis shoes) do not afford protection from puncture wounds when in the field and their use is not advisable on the job.

5. Shoes with run down heels or torn soles are hard on the feet and can cause falls. Keep your shoes in good repair.

6. Employees working in hazardous areas or with equipment should not wear rings, medals, identification bracelets, or other jewelry. Jewelry increases the danger of electric shock and can cause fingers to be badly injured. Clothing with sashes, ties, scarves, full sleeves, full skirts and ornamental buttons should not be worn when working in hazardous area or around equipment.

7. Work clothes should be washed frequently as a safe guard against skin infections and irritations.

8. Smocks, overalls, and aprons should be worn wherever possible to keep work clothes clean.

9. For outdoor work in winter weather, it is best to wear loose, warm, fairly lightweight clothing. Wear layers of clothing---so you can peel it off for inside work and put it back on when you have to go outdoors.

10. Oil soaked clothes are a serious fire hazard. Keep your clothes free from oil.

HEAD PROTECTION

The many construction and maintenance activities performed by municipal employees involve working above or below ground levels, movement of material overhead, or working near construction machinery. In such operations, the hazards of being struck by falling objects, machinery, or loads being moved by machinery, constantly exist. Hard hats are provided to prevent head injuries by protecting the head from being struck by falling objects and bumps against objects when working in confined spaces.

The proper protection is provided when the head harness is adjusted so that there is approximately 1 ½" clearance, plus or minus 1/8", between the skull and the inside of the hat when it is worn. When the harness becomes worn to the extent that it no longer can be adjusted to maintain that clearance, hard hats should be turned in for repair or replacement. Hard hats that have been repaired, reconditioned, etc., shall be sterilized, and kept sterile until issued to an employee. The construction and shape of hard hats shall not be altered in any manner by the employees. Hard hats shall not be painted, because it alters the dielectric properties of the hat. Metal hard hats are not advisable. A hard hat is a personal item and shall be for the individual and exclusive use of the person to whom it is issued.

Hard hats of the type approved by the latest OSHA standards and inspected annually by the department head or designee shall be worn in the following activities:

1. Engineering Office personnel while on the job site for any public service construction or maintenance project at which the department doing the work is required to wear hard hats.

2. All Street Department personnel while on the job site for street maintenance, curb and gutter installation, and storm drain maintenance or other public service maintenance projects where the amount or speed of traffic warrants or where overhead danger exists. For example, if the job site is closed to traffic or traffic is at a minimum, such as in subdivisions, parking lots, vacant field, etc., hard hats will not be required.

3. All Water/Wastewater and Street Department personnel while on the job site of underground construction, maintenance, and cleaning of sewers and water transmission facilities.

4. Approved head protection shall be worn by all Power De-partment personnel when in areas where falling objects, electrical contact, or other hazards, may cause a head injury, or, where deemed necessary by supervising employee.

5. Inspection personnel when inspecting work projects involving any of the above conditions.

6. Any other employees when working with or near construction equipment such as digging, hoisting or towing equipment.

7. All personnel engaged in climbing tasks or working from aerial lifts shall wear head protection equipment that meets approved standards for dielectric properties due to the possibility of contacting overhead transmission facilities.

8. Supervisors may designate additional areas where hard hat usage is required as the need arises.

9. Flagperson.

FACE AND EYE PROTECTION

Hazards involving the possibility of injuries to the face and eyes exists in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day to particles of steel, sand, concrete, etc., propelled into eyes with considerable force by power tools and machinery, or splashes of corrosive dust and liquid chemicals.

There are many types of safety glasses, goggles, shields, etc., made of glass or plastic to protect workers from these hazards. The loss of one or both eyes can have extremely serious consequences to an employee. Yet, individuals often vigorously resist efforts of management to require this vital protection with no better excuse than the slight discomfort of false pride. This is probably one of the most important protective features of any safety program, yet one of the most difficult to sell.

Face and eye protection shall be provided for any task where there is any probability that an injury may occur without such protection. Employees assigned to perform tasks which require eye protection shall wear the protector provided. The City management shall provide appropriate face and eye protection devices at no expense to the employee and shall make their use mandatory in specific tasks. Safety prescription lenses are not provided by the City.

Safety glasses, goggles, and other eye protective equipment offer a vital protection. If sufficient care is not exercised to maintain them properly, dirty or scratched lenses may provide another hazard from reduced visibility. In the event that eye protective equipment provided by the City is lost or damaged, and it is clearly evident that such loss or damage occurred as a result of an employee's negligence, he shall be required to replace them at his own expense.

The following safety procedures are established:

1. Safety goggles or safety glasses with temple shields shall be worn when:

   a. Grinding, cutting, milling or drilling with powered tools.

   b. Using impact wrenches and compressed air tools.

   c. Chipping, scraping, or scaling paint, rust, carbon or other materials.

   d. Using punches, chisels, or other impact tools.

   e. Cutting rivets.

   f. Cutting or breaking glass.

   g. Chipping or breaking concrete.

   h. Pipe cutting, threading.

   I. Using paint remover.

   j. Using power activated tools.

   k. Soldering.

   l. Cleaning dust or dirt from vehicles, machinery, etc.

   m. Sand blasting or air cleaning operations.

   n. Using metal cutting lathes, shapers, drill press, power hack saw and other metal working tools.

   o. Using power woodworking machinery, both fixed and portable.

p. Tree trimming, brush chipping, or stump removal.

q. Using brush cutters.

r. Steam cleaning.

s. Washing vehicle parts with soaps or solvents.

t. Working under vehicles.

u. Using push-type rotary lawn mowers.

2. A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids or gases.

3. Spectacle type safety glasses shall be worn when performing electrical switching operations or activating high voltage circuits where arcs may occur.

4. A face shield with the proper filter lens, or welders lens, or welders goggles, shall be worn in all welding and cutting operations.

5. Approved eye protection shall be worn by all Power Department personnel assigned to perform any task, including those specified above where any danger of injury to the eye may occur, or where deemed necessary by supervising employee.

Electric Arc Welding

a. Welders helmet with proper filter lenses shall be worn.

b. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exists.

c. Helpers and observers shall wear safety glasses, goggles, or hand held shields with the proper filter lenses.

Gas Welding and Cutting

a. Welders goggles with proper filter lenses shall be worn.

b. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposures to others exist.

Eye protection may be required on other jobs not listed, if so designated at the time by your supervisor. Beyond this, you are encouraged to wear eye protection at all times. REMEMBER--YOU HAVE BUT ONE PAIR OF EYES--THEY CANNOT BE REPLACED--PROTECT THEM.

HEARING PROTECTION AND CONSERVATION

In the variety of activities conducted by City work crews, there are some machines and equipment that may produce noise levels which could cause hearing loss. When employees are subjected to excessive noise levels, attempts should be made to use engineering controls. If the noise levels cannot be reduced within tolerable ranges, then **hearing protection shall be provided and shall be worn by employees so exposed.**

Basic Terms:

Action level is an eight-hour time weighted average noise exposure of 85 dBA or employees performing construction alterations and/or repairs under the Construction Standard (1926.20) is eight-hour time weighted average of 90 dBA. A hearing conservation program is mandatory if sound levels are at or above the Action Level.

Audiometric tests shall be pure tone, air conduction, hearing threshold examination, with test frequencies including as minimum 500, 1000, 2000, 3000, 4000, and 6000 Hz. Tests at each frequency shall be taken separately for each ear. Tests shall be conducted with audiometers (including microprocessor audiometers) that meet the specification of and are maintained and used in accordance with, American National Standard Specification for Audiometer, S3.6-1969.

Baseline audiogram is a test conducted within six months of an employee's first exposure at or above the Action Level, or after the adoption of this policy. The City shall establish a valid baseline audiogram against which subsequent audiograms can be compared.

Hearing protection devices is a plug or muff that is worn to reduce the noise reaching the inner ear. It is evaluated in terms of the potential noise reduction rating.

Standard threshold shift is a change or degradation in hearing thresholds relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz. in either ear.

The following general safety procedures are established:

1. City Noise Monitoring Program

   The Department shall:

   a. Determine the areas where noise exposures are common.

      OR

      Arrange the conducting of monitoring, as necessary, to determine if the noise exposures are at or above the Action Level.

b. Verify that all noise monitoring equipment shall be calibrated before and after use.

c. Additional monitoring shall be conducted if a change in process, equipment or controls results in an increased noise exposure to at or above the Action Level.

d. Employees exposed at or above the action level shall be notified of the results.

e. Affected employees shall be provided an opportunity to observe noise measurements when conducted or be provided with the monitoring results.

2. Audiometric Testing

a. Audiometric testing shall be conducted at a medical facility selected by the Human Resources Department for employees whose noise exposure is at or above the Action Level.

b. Baseline audiogram shall be coordinated by Human Resource Department, scheduled by each Department and conducted within six (6) months of employees first exposure to noise at or above the Action Level.

c. A new audiogram shall be coordinated by Human Resource Department, scheduled by each Department and obtained annually for employees with exposure to noise above the Action Level.

d. Each employee's annual audiogram shall be compared to the baseline audiogram to determine if the audiogram is valid and a standard threshold shift occurred. The selected medical facility shall preform the comparison and communicate the results to the Human Resource Department.

e. Employees tested shall receive a written confirmation from the Human Resources Department within 21 days of a standard threshold shift.

f. Department employees' shall be fitted with, trained in use of, and required to use hearing protection when a standard threshold shift occurs.

g. Employees shall use hearing protection devices in an area where noise exposure is common.

h. Employees shall be provided hearing protection offering greater attenuation when a standard threshold shift is indicated.

I. Medical referrals may be required when a standard threshold shift is apparent.

j. The medical facility selected by the Human Resources Department shall conduct audiometric tests, maintained and used with equipment meeting ANSI S3.6-1969 specifications.

k. The medical facility selected by the Human Resources Department shall check the functional operations of their audiometric equipment daily.

3. Hearing protection devices

a. Hearing protection devices shall be made available to all employees to be used as needed or required. All employees exposed to noise at or above the Action Level, will be required to wear appropriate hearing protection devices.

b. The wearing of hearing protection shall be enforced by supervisors for noise exposure at or above the Action Level.

OR

Employees exposed at or above the Action Level who have not yet had a baseline audiogram established.

OR

Employees exposed above the Action Level who have experienced a significant standard threshold shift.

c. A selection of various hearing protection devices suitable to the exposure shall be provided by the employees' Department.

d. Proper fitting of hearing protection shall be evaluated and proper use discussed by the Departments.

e. Annual update training shall be provided by the Human Resources Department for employees with noise exposure at or above the Action Level in hearing conservation.

f. In certain circumstances, hearing protection may be required in work areas where the noise exposure is below the Action Level but intermittent or impulse sounds are occurring.

4. Recordkeeping

a. All noise exposure measurements shall be maintained in the Human Resources Department office.

b. A copy of the Noise Conservation Standard shall be made available to affected employees and a copy posted in the workplace.

FOOT PROTECTION

Many tasks involve manual lifting or handling of heavy tools and materials. Foot injuries frequently occur when heavy objects are dropped, resulting in bruises, dislocations, fractures or crushes. Shoes, rubber boots, etc., reinforced with steel toes or soles will prevent foot injuries from impacts of falling objects, stepping on sharp objects, or exposures to blades of power tools. These items of foot wear are available in a variety of attractive styles as comfortable as any pair of properly fitted shoes can be.

The wearing of sandals or canvas sneakers (tennis shoes) in City work areas is prohibited.

Foot protection is a sound investment for any employee--not only for work activities, but for many of the job tasks as well. Following are some of the activities in which safety shoes should be worn:

1. Engineering Office personnel while on the job site of any public service construction or maintenance project.

2. All Street Maintenance Division personnel while on the job site of street maintenance, storm drain maintenance, curb and gutter construction or other public service maintenance projects.

3. Park Department personnel while on the job site of any park construction project, or during ground maintenance activities involving use of powers, trimmers, and other power equipment. Employees operating mowers should be required to wear clamp on steel toed caps if they do not have approved safety shoes.

4. All Street Division personnel while on the job site of construction and maintenance of sewers.

5. Approved Steel-toe safety footwear applicable to specific job function of employee shall be worn by all Power Department personnel while on the job site for construction, operation, or maintenance of Power Department facilities, or where deemed necessary by supervising employee.

6. All Water Department personnel while on the job site for construction and maintenance of water transmission facilities.

7. All other personnel working near construction equipment.

8. All personnel to include fleet maintenance performing repair shop tasks.

9. Approved metatarsal guard should be worn to supplement toe protection afforded by safety shoes or steel toe caps when performing the following tasks:

    a. operating pneumatic drills (air hammers).
    b. handling heavy machinery or materials suspended above the working surface.

FINGER, PALM AND HAND PROTECTION

One of the most dangerous human ornamentations to wear in occupational or industrial work is a ring. They should be removed or not worn to work if there is the slightest chance of getting the ring caught in any hook, tool, or piece of machinery. Rings can cause serious loss of fingers if bent in such a manner as to shut off circulation. Gloves with leather palms should be worn when handling rough edges or abrasive material or when the work subjects hands to possible lacerations, puncturing or burns. Other hand protection may be designated by authorized persons. Skin irritation should be prevented by washing with soap and water--not gasoline. Learn to recognize poison ivy and handling irritating materials.

RESPIRATORY PROTECTION

There are many tasks in municipal employment involving exposure to fumes, gases, mists, chemical dusts, etc., that are harmful to the human respiratory system, or exposure to environments not containing sufficient oxygen to support human life.

These hazards can be avoided by use of the appropriate filter action breathing masks, self-contained breathing apparatus, etc. Safe performance is achieved through adequate knowledge of noxious or toxic effects of substances being handled, the circumstance under which harmful atmosphere may exist in the work environment, adequate testing to determine the nature of the environment before entering it, the type of equipment that will provide adequate protection, and training in the proper way to use the protective equipment.

The following safety procedures are established:

1. Supervisors shall learn, and then thoroughly instruct all employees whose work assignments may involve exposure to atmospheres containing noxious or toxic substances or oxygen deficiency, about the properties of such atmospheres, the potential hazards, the circumstances under which these hazards may exist, the proper method of testing for hazardous atmospheres, the proper type of protective breathing apparatus to use, and how to use it.

2. Suitable breathing apparatus shall be conspicuously placed near work environments involving the possibility of exposure to harmful atmospheres. The apparatus shall be kept sterile and used only for the protective function intended.

3. Each time the respiratory equipment is used, a report will be made to the supervisor of the reason for its use and the amount of time it was in use.

4. Approved respirators shall be worn in the following instances:

   a. When welding on brass, bronze, or galvanized iron in confined areas where ventilation is limited.

b. When entering manholes, sewers, vaults, boilers, or other confined spaces where tests indicate presence of noxious atmosphere after attempts to purge and ventilate them.

c. When determined by the supervisor to be advisable due to the known or suspected presence of hazardous substances or lack of oxygen in the environment concerned.

5. The following is a list of regulations and requirements for the use and maintenance of the fresh air masks:

a. The masks shall be used whenever and wherever chlorine ammonia, or other hazardous gas leaks are suspected or detected.

b. Before entering a potentially hazardous area, be sure the mask is functioning properly and the face seal is secure.

c. If the anticipated total amount of time required to correct the hazardous condition exceeded the capacity of one fresh air tank (30 minutes), notify the Murray City Fire Department to immediately furnish additional respiratory equipment and personnel.

d. The masks shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, or cap that projects under the face base, or temple pieces on glasses. It is essential that all employees be prepared to obtain a good face seal with the mask on short notice, should the occasion require it. (Check the mask frequently to insure no interference from beards or sideburns.)

e. Wearing of contact lenses in contaminated atmospheres with the masks shall not be allowed.

f. The warning bell on the respirators signals a five minute air supply remaining. This is an approximate time, as type of activity and respiration of each individual differ. Prepare to leave the contaminated atmosphere as soon as the warning bell sounds.

g. The masks shall be cleaned and disinfected after each use. Disinfection is accomplished by wiping the mask inside and outside with a cloth moistened with denatured alcohol. The denatured alcohol is then removed by wiping the surfaces with a cloth moistened with a mild detergent and water. Be sure the eye pieces are cleaned also.

6. The masks shall be checked against defects and low air supply periodically. Air supply shall be recorded on the appropriate chart in the carrying case. Low air supply, or defects shall be reported immediately.

7. Face masks connected with respirators must not be bent in such a manner that air will pass around the mask instead of through the filter.

OTHER PROTECTIVE CLOTHING

1. Orange or highly visibility reflective safety vests are required (reflective ANSI II - 200 square inch) shall be worn by all in and around any area where there is a danger, where there is moving machinery or equipment, while surveying on City streets and highways work zones, or in any other area designated as "safety vest" area by the supervisor.

2. Safety belts with lifelines shall be worn by employees working in closed tanks or spaces underground where workers position is obscured or where air supply may be inadequate, with an attendant worker stationed outside tending the lifeline.

3. Safety seat belts shall be properly fastened whenever the motor vehicle is in motion. IT'S THE LAW!

"PEOPLE WHO SHIRK RESPONSIBILITY MAY REALLY BE SHUNNING SUCCESS."

SECTION VII

HAND TOOLS

Disabling injuries, such as metal chips from mushroomed chisel heads flying in an eye, do happen. Injuries to fingers and hands are a common occurrence.

The following safety rules are established:

1. Select the right tool for the job.

2. Sharpen the cutting edges of the tool and carry the tool with the sharp edge down.

3. Sand the wooden handles of a shovel, rake, mall, etc., thus preventing splinters and burns.

4. Check the handle on each tool for tightness.

5. Check the head of each, such as hammers, chisels, punches, and wedges. Be sure no one is in the area before using such a tool.

6. Use only properly insulated tools (screwdrivers, wire cutters, etc.) when working around energized electrical circuits or equipment.

7. Avoid using metal measuring tape, fabric tapes containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.

8. Return tools to their proper place so that they do not fall from a ledge or are tripped on.

SECTION VIII

POWER TOOLS

Power tools substantially increase the number and types of hazards to an employee. Hazards range from electrical shock of a short circuit to being struck by chips, shavings, and other debris during operation.

All machine guards shall be kept in place while machinery is in operation. Tampering with machine guards is prohibited, and any removal requires the prior approval of a supervisor. All guards are to be properly replaced after the repair work that necessitated their removal has been completed. When necessary to work on electrically driven machinery, the disconnect switch for controlling the machine shall be secured in the open or off position by the worker or workers performing the job. The securing device should not be removed until the work has been completed and the area has been cleared.

When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard on the worker. This is done by wearing approved personal protective apparel, such as hard hats, safety belts, safety goggles, traffic vests, face shield, gloves, aprons, toe guards, respirators, etc. Supervisors shall insure that all their employees are properly protected. (Local dress codes may be established within a particular department, division, or work area, and each employee is expected to know and follow these codes where applicable.)

CORD AND PLUG CONNECTED ELECTRICAL EQUIPMENT

1. Cord and plug connected equipment including extension cords, supplied by premises wiring shall be handled in a manner which will not cause damage. Extension electric cords connected to equipment may not be used for raising or lowering the equipment. Flexible cords may not be fastened with staples or otherwise hung in such a fashion as could damage the outer jacket or insulation.

2. Portable cord and plug-connected equipment and extension cords shall be visually inspected before use and any shift for external defects (such as loose parts, deformed and missing pins or damage to outer jacket or insulation) and for evidence of possible internal damage (such as pinched or crushed outer jacket). Cord and plug connected equipment and extension cords which remain connected once they are put in place and are not exposed to damage need to be visually inspected until they are relocated.

3. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service and no employee may use it until repairs and testing necessary to render the equipment safe have been made.

4. When an attachment plug is to be connected to a receptacle including an extension cord, the relationship of the plug and receptacle contacts shall be checked to ensure that they are of proper mating configurations.

5. Extension cords used with ground-type equipment shall contain an equipment grounding conductor.

6. Attachment plugs and receptacle may not be connected or altered in a manner which would prevent proper continuity of the equipment grounding conductor at the point where plugs are attached to receptacles. Additionally, these devices may not be altered to allow the grounding pole of a plug to be inserted into slots intended for connection to the current-carrying conductors.

7. Adapters which interrupt the continuity of the equipment grounding connection may not be used.

8. Portable electric equipment and extension cords used in highly conductive work location (such as those inundated with water or other conductive liquids) or in job locations where employees are likely to contact water or conductive liquids shall be approved for those locations.

9. Employees' hands may not be wet when plugging and unplugging extension cords, and cord and plug-connected equipment if energized equipment is involved.

10. Energized plug and receptacle connection may be handled only with insulating protective equipment if the condition of the connection could provide a conductive path to the employee's hand.

11. Locked type connectors shall be properly secured after connection.

12. Any cord and plug connected equipment suplied by other than premises wiring shall meet the following:
    a. It shall be equipped with a cord containing an equipment grounding conductor connected to the tool frame and to a means for grounding the other end (however, this option may not be used where the introduction of the ground to the work environment increases the hazard to an employee); or
    b. It shall be of double-insulated type; or
    c. It shall be connected to the power supply through an isolating transformer with an ungrounded secondary.

PORTABLE AND VEHICLE-MOUNTED GENERATORS

Portable and vehicle-mounting generators used to supply cord and plug connected equipment shall meet the following requirements:

1. The generator may only supply equipment located on the generator or the vehicle and cord and plug connected equipment through receptacles mounted on the generator or the vehicle.

2. The non-current-carrying metal parts of equipment located on the equipment grounding conductor terminals of the receptacles shall be bonded to the generator frame.

3. In the case of vehicle-mounted generators, the frame of the generator shall be bonded to the vehicle frame.

4. Any neutral conductor shall be bonded to the generator frame.

GRINDERS

1. Only those employees who are familiar with the mounting of grinding wheels are permitted to do so. A ring test on each of the new grinding wheels should be completed before installation. (A ring test is made by supporting the wheel freely on a rod through the arbor hole and tapping it lightly with a wooden object. A clear, metallic ring indicates absence of cracks.)

2. Wheel must fit easily onto the spindle. Too loose or too tight is dangerous.

3. When wheel is mounted, stand out of danger at one side while you allow it to develop full operating speed for at least one minute.

4. Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are most subject to breakage.

5. Never store a grinding wheel on damp or cement surfaces, or put oily rags on the wheel.

6. Every grinding tool must be securely fastened to the shaft before commencing work.

7. The maximum operating speed as given by the wheel manufacturer is on the wheel label; and grinding wheels are not to be operated in excess of these speeds.

8. The work-rest must be securely adjusted on all stationary grinders to about 1/8 inch of the wheel. Never attempt this adjustment while machine is in motion.

9. Avoid using the side of an emery wheel for grinding, unless it is especially designed for side grinding. Side grinding weakens the ordinary wheel and may cause it to burst.

10. Use the cutting surface of a grinding wheel uniformly, as a grooved wheel has been dangerously weakened.

11. Grinder bearings must be kept properly oiled and adjusted. This will help to prevent hot bearings and spindles, which are sometimes responsible for melted brushings.

12. Do not abuse the wheel by applying excess pressure.

13. Be particularly careful when grinding narrow tools or other objects as they are apt to catch between the rest and the wheel.

14. The operator's eyes must be protected with goggles or face shield at all times when the machine is in use.

DRILL PRESSES

1. Adjust the table so that you have plenty of room for the jig and keep your hands away from the revolving drill. Never run the point of the drill into the table.

2. Be sure that both the chuck and the drill are tight on the spindle, and that any circular tables are tightened before beginning to drill.

3. A sluggish drill is probably the result of incorrect grinding. Be sure the drills are sharpened properly for the particular material, so that the cut may be the right size.

4. Materials shall be clamped or otherwise fastened to the drill press bed, not held in the hand.

5. Never run a drill faster than the rated speed as this may result in broken drills, damaged material and serious injury.

6. It is dangerous to attempt the removal of broken drill pieces with a center punch and hammer.

7. Never leave key in chuck after tightening the drill. If set screws protrude, report it to your lead mechanic.

8. Lower the spindle close to the table before removing the chuck, so that it may not cause any injury or damage to the material as it falls.

9. Reduce the pressure if there is any backlash in the spindle. Listen carefully for the distinctive noise made when the drill comes through work so that you can ease off the pressure.

10. Safety stop must be set to keep the over arm of a radial drill from swinging out where it may cause an injury.

11. The wearing of gloves and loose clothing while operating drill press is prohibited. The operator's eyes must be protected with goggles or face shield at all times when the machine is in use.

LATHE OPERATIONS

1. Lathe tools should be ground so that the chips will break off instead of curl. Only lathe dogs equipped with safety set screws are to be used.

2. Make sure that all gear and belt guards are in place. This includes backgears and ingears, especially.

3. Whenever chucks or face plates are changed, they must be started on the spindle by hand power. Keep hands off chuck rims when lathe is in motion.

4. After adjusting a chuck, be sure to remove the chuck wrench immediately. See that the tailstock tool-holder and material are properly clamped before turning on power.

5. For external work, never set the lathe tools below the center of the work being turned.

6. Use a brush to remove chips. Do not use compressed air.

7. Wear only short sleeves when filing on a lathe. When near the chuck end of head stock, file with the right hand over the lathe stock instead of the left hand, holding file in such a position that in case it is forced back, the hand will not be forced against the body.

8. The operator's eyes must be protected with goggles at all times when the machine is in use.

HYDRAULIC AND PNEUMATIC TOOLS

1. Safe operating pressures for hydraulic and pneumatic tools, hoses, valves, pipes, filters, and fitting may not be exceeded.

2. A hydraulic or pneumatic tool used where it may contact exposed live parts shall be designed and maintained for such use.

3. The hydraulic system supplying a hydraulic tool used where it may contact exposed live parts shall provide protection against loss of insulating value for the voltage involved due to the formation of a partial vacuum in the hydraulic line.

4. A pneumatic tool used on energized electrical lines or equipment or used where it may contact live parts shall provide protection against the accumulation of moisture in the air supply.

5. Pressure shall be released before connections are broken, unless quick acting, self-closing connectors are used. Hoses may not be kinked.

6. Employees may not use any part of their bodies to locate or attempt to stop a hydraulic leak.

COMPRESSED AIR

The use of compressed air for cleaning purposes is prohibited. Brushes should be used for cleaning machinery. Eye protection shall be worn while cleaning with brushes.

Air hammers:

1. Remove the piston or tool of an air hammer whenever it is not in use to avoid the danger of it flying out and striking someone.

2. Always close the valve on the air line and release the air from the hose before cleaning, repairing, trying to insert any tool, or leaving any air powered unit.

3. Maintain your hold securely on the handle on an air motor to prevent it from flying around and striking you.

4. Be sure to show that the discharge end is made secure before turning compressed air into a hose so that it will not swing around and cause injury.

5. Hearing and eye protection is required. In addition, metatarsal guards must be worn, to include approved safety shoes.

WOODWORKING MACHINERY

Eye and ear protection must be worn.

1. Machine guards are to be permanently attached.

2. If you are running short or narrow stock, protect your fingers by using a block.

3. Before using a circular saw, check all materials for possible warping. If a concave edge is found, always place it away from the straight-edge guide of the table saw.

4. If the saw binds in a cut, the saw must be shut off before attempting to dislodge the lumber.

5. A rip saw shall not be used for cross-cutting; nor shall a cross-cut saw be used for ripping. A spreader and kickback fingers shall be required when using a rip saw. A spreader will be required when using a cross-cut saw.

6. Learn to stand out of the line of a possible "kick-back" and to avoid the danger of being struck by the small pieces that are frequently thrown from a circular saw.

7. Never reach over any machine to get finished materials from the opposite side, to remove dust or wood particles from the saw table, or to oil the machine while it is in operation.

8. In using a joiner, never allow either hand to pass over the knife. Use both hands--one on each side of the material--using particular care at the start and finish.

GAS WELDING

1. All gas welding equipment and connections should be kept free from grease and oil. (oxygen will explode upon contact with oil or grease). Oily and greasy gloves may bring about the same effect, besides making it difficult to handle the cylinders.

2. Never roll tanks on the floor, nor attempt to carry them by hand or hoist unless properly slung. Use the skid provided when unloading cylinders from the truck. After unloading tank, the cylinder must be securely chained.

3. Securely fasten with a chain the acetylene and oxygen tanks in an upright position where there is no danger of their falling or being bumped.

4. Use only standard green oxygen hose with right-hand couplings, together with red acetylene hose with left-hand thread.

5. Blow out the tank valve before attaching the regulator. Never use compressed air for blowing out equipment as air may contain some oil and moisture. Use oxygen to blow out the oxygen hose and acetylene to blow out the acetylene hose.

6. When changing empty tanks for full ones:

   a. Shut off valve on empty tanks.
   b. Release thumb screw on regulator.
   c. Disconnect regulator, blow out tank valve and connect on full tank.
   d. Stand on opposite side of tank, point the acetylene valve outlet away from the oxygen tank and face away from the gauge while opening the tank valve.
   e. Adjust thumb screw on regulator to proper pressure, making sure that you do not have excess oxygen, which causes unnecessary sparks in operation.
   f. Replace protective cap on empty tank.

7. Be sure that the end of your torch is cleaned before attempting to light. Use only friction lighters.

8. Do not put the materials in such a position as to permit sparks, hot metal, or the severed section of metal to fall on the gas supply hose or the feet of any employee.

9. At the completion of the work, the welder may make a careful inspection of the job site to insure that hot articles have not been left smoldering which might later develop into a serious fire.

10. Proper goggles and gloves shall be worn. Employee must wear steel-toe shoes.

<u>ELECTRIC ARC WELDING</u>

1. Whenever possible, welding operations should be carried on inside a regular welding booth. If work must be performed outside a booth, the Arc shall be effectively screened to prevent injury to eyes and others.

2. Before entering the welding area, an effective warning, such as shouting, shall be given, so that the operator may be aware of your presence and help you to avoid a sudden flash or other injury.

3. Like the welding operator, the person entering the welding area is to also wear required eye protection.

4. The welding of galvanized material requires the operator to protect himself with a specially designed airline respirator which fits under his helmet.

5. Deposit short ends of welding rods in the containers provided for that purpose, to prevent burning holes in your shoes or starting fires.

6. When not in use, place the electric holder where it cannot cause an arc.

7. Prevent injury to yourself and others from short circuits by only using welding cables that are in good condition.

8. Only properly authorized operators shall use welding equipment. Never attempt to repair welding equipment yourself.

9. Helmets and shields will be used with all electrical welding. Do not remove your helmet while bending over a hot weld, or while chipping slag. Safety shoes must be worn.

TREE TRIMMING AND CHAIN-SAW SAFETY

1. No man shall be assigned to work in a tree unless he has been trained as a climber and is:

   a. Able to use a climbing rope and saddle.
   b. Able to tie all necessary knots.
   c. Able to use necessary hands tools.

2. Before starting any tree operations, time should be taken to check the trees in the surrounding area for any dangerous conditions.

3. Except in cases of emergency, tree work should be avoided when trees are wet, during high winds, or during extreme low temperatures.

4. Only physically fit employees should be allowed to climb.

5. Tree trimmers should ask for assistance only from employees on the crew, never from bystanders.

6. Danger signs and barriers will be placed around areas where tree work is to be done.

7. The foreman is responsible for: instruction to his crew; inspection of tools; enforcement of all safety rules; suitable clothing should be worn as determined by the foreman.

8. Ropes of a suitable strength should be used for lowering of large limbs.

9. Ropes shall be used for raising and lowering of tools.

10. Safety or climbing ropes should not be used for lowering of limbs.

11. Ladders should not be used unless they can be set on a firm foundation.

12. Ladders should be frequently inspected for damage. All additional safety rules of Section XI, regarding ladders, are to be adhered to.

13. Climbers should always call a warning before dropping limbs.

14. Never leave hangers or tools in a tree over lunch hour or overnight.

15. Special precaution should be taken when it is necessary to work around live wires. (see page 35)

16. All wires broken during tree work should be reported to the proper utility company.

17. Fallen wires should be guarded until servicemen arrive.

18. In case of contact with live wires, do not touch the victim. He must be separated from wires by use of nonconductive materials. Call 911 at once.

19. For removal operations: Pull ropes are used to guide the fall of large trees. Once the notching has started, the tree must not be left unguarded.

20. Only one-person saws should be used in a tree. All chain saws should be roped with their own rope using either a taut-line hitch or a groundman to hold the rope.

21. Walk with the saw stopped and the guide bar pointing to the rear.

22. Never walk with the power saw running.

23. Always stand at the end of the saw when cutting, never at the side.

24. Avoid using the tip of the saw for cutting.

25. Never replace chain in guide rail groove while motor is running.

26. Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer and easier cutting.

27. Refuel the saw before it runs out of gasoline to avoid a "bound saw", which is difficult to refuel and start, and to avoid the danger of fire when starting a saw at the refueling site. Never refuel a saw while it is hot.

28. Hard hats and goggles are mandatory, steel-toed shoes shall be worn.

LAWN MOWERS

1. Power mowers will not be left unattended with motor running.

2. Area to be mowed must be inspected for foreign objects. Wire, stones, bottle caps, sticks, etc., should be removed before mowing.

3. Bystanders should be warned by the operator of the danger of flying objects. Extreme precaution must be taken when there are children in the immediate area.

4. Operator must keep hands and feet away from the undercarriage of the mower.

5. During maintenance repairs or when refueling, the spark plug wire must be disconnected from the spark plug. Never refuel a mower while it is hot.

6. After mowing is completed, disconnect spark plug wire from the spark plug; remove dirt, grass, etc., from the top of the mower; place mower in dry location under cover.

7. Operators of power mowers shall wear steel-toed shoes or steel-toed caps. Ear protection must also be worn.

SECTION IX

LOCKOUT/TAGOUT (LOTO)

An energized or deenergized piece of equipment or circuit is that which either supplies or receives energy from the system (equipment and/or circuits) which is being worked on. Energy is to be interpreted as electricity, fluid (liquid and gaseous) pressure, mechanical drive, stored energy, etc.

Employees performing construction alterations and/or repairs including painting and decorating under the Construction Standard (1926.20) shall be exempt from the policy. However, City employees preforming construction activities shall recognize and avoid unsafe conditions in their work environment by the control and elimination of any hazard or other exposure to illness or injury. This exemption shall not apply to electrical alteration or repairs.

In addition, three exemptions to lockout/tagout procedures are:

1. Lockout/tagout does not apply to minor tool changes, adjustments, and other minor servicing activities that take place during normal operations. The changes also have to be routine, repetitive, and integral to use of the equipment.

2. Lockout/tagout does not apply to cord and plug-connected electrical equipment if exposure to unexpected start-up is controlled by unplugging it from its energy source. The plug must also be under the exclusive control of the employee performing the servicing or maintenance.

3. Hot-tap operation involving transmission and distribution systems for utilities such as water, gas, or electrical power, does not require lockout/tagout if employers can demonstrate that:

   a. continuity of service is essential

   b. a shutdown of the system is impractical

   c. documented procedures are followed, and

   d. special equipment is used that will provide proven effective protection for employees.

The following general safety procedures are established:

1. If a device used to isolate an energy source cannot be locked out, a tagout system shall be used.

2. If a lockout device can be used it must be used. A tagout system must be also be used.

   a. Can demonstrate that it is as safe for the employee as the lockout.

b. Additional measures have been implemented to assure safety, such as removing handles, etc.

3. Whenever a major replacement, repair, renovation, modification, or new equipment is installed it shall be designed to accept a lockout device.

4. The protective hardware used for lockout/tagout must:

   a. Be provided by the employer and must not be used for any other purpose.

   b. Be durable and capable of withstanding the environment it will be exposed to.

   c. Be standardized within a Department.

   d. Be substantial enough to prevent easy removal.

   e. Indicate the identity of the employee applying the device. The tagout device must indicate the hazardous condition.

5. The lockout/tagout procedures must be reviewed annually and any deviation corrected. The inspection process must be certified by the Department.

6. Training must be provided for both the employees using the lockout/tagout devices and employees working in the area. Retraining must be completed when job assignments, equipment or procedures change. Also, should be the annual review necessitates it.

7. Only authorized employees may implement a lockout/tagout system.

8. All affected employees must be notified of the application or removal of a lockout or tagout device.

9. The procedures for implementing a lockout or tagout system shall cover the following elements and be in the following sequence:

   a. Preparation for shutdown

   b. Shutting down the machine or equipment

   c. Isolation of the machine or equipment

   d. Application of the lockout or tagout device

   e. Release of stored or residual energy

   f. Verification of isolation

10. The procedures for release of a lockout or tagout system shall cover the following elements and be in the following sequence:

    a. The machine or equipment involved are intact

    b. All affected personnel are safely positioned

    c. Only the person who put the lockout/tagout device on removes it. (There are exception procedures if this person in not available.)

    d. Safe testing of equipment during partial release of lockout/tagout. (The regulation specifically designates a sequence of actions.)

11. On-site employees and outside contractors shall inform each other of their respective lockout/tagout procedures.

12. If more than one person is authorized to work on equipment that is locked out or tagged out:

    a. There must be provisions to ensure each persons safety.

    b. An authorized employee must take primary responsibility for the group of employees and coordinate affected work forces to ensure continuous protection.

    c. Each authorized employee must affix their personal lockout or tagout device to the group lockout device.

13. Specific procedures shall be utilized during shift or personnel changes to provide for orderly transfer of lockout tagout devices.

14. The training shall cover the following areas:

    a. Details about the type and magnitude of the hazardous energy sources present in the workplace.

    b. The methods and means necessary to isolate and control those energy sources shall include the elements of the energy-control procedure (s).

15. The Power Department has a separate LOTO policy that applies to their unique program requirements.

Adopted 7/11/96

EIGHT STEPS FOR LOCKOUT/TAGOUT

1. Think, plan and check. If you are in charge, think though the entire procedures. Identify all parts of any system that needs to be shut down. Determine what switches, equipment, and people will be involved. Carefully plan how restarting will take place.

2. Communicate. Let all those who need to know that a lockout/tagout procedure is taking place.

3. Identify all appropriate power sources, whether near or far from the job site. Include electrical circuits, hydraulic and pneumatic systems, spring energy, and gravity systems.

4. Neutralize all appropriate power at the source. Disconnect electricity. Block moveable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts to rest positions.

5. Lockout all power sources. Each worker should have a color-coded lock, labeled with his or her department. You may use clips, chains and lockout boxes.

6. Tagout all power sources and machines. Tags should explain the reason for the lockout, your name, and date and time of tagging. Tag machines controls, pressure lines, starter switches, and suspended parts.

7. Relieve stored energy, such as charged capacitors, compressed springs, hydraulic accumulations, etc.

8. Do a complete test. Double check all steps above. Do a personal check. Push start button, test circuits, and operate valves to test the system.

After the job is completed, follow the safety procedures you set up for restart. With all workers safe and equipment ready, then it's time to turn on the power.

Revised 7/3/96

SECTION X

CONSTRUCTION SAFETY, ABOVE GROUND AND UNDERGROUND WORK

Municipal employees are often involved in tasks related to heavy construction industry. Heavy machinery is employed in public works projects to save time and labor, but potential hazards to inexperienced or untrained workers are multiplied in the process. The operators of construction machinery often do not have sufficient visibility to detect danger to nearby workmen, or the ability to avoid an accident by quick reversal of controls. The machinery is designed to handle extremely heavy work and usually does. Being struck by, or caught in or between such machinery and its loads usually inflicts severe injuries.

Other public utilities are often installed in or near the work site area of projects to be completed by City employees. Contact with, or damage to, the other utilities may affect the safety of the workmen on the job, the safety of the general public, or interruption of essential utilities services. Following is a list of most of the utilities a City employee must consider at job sites in the Murray Areas or fringe areas adjacent to other governmental units.

Electric Company	Gas Company	Water Works
Telephone Company	Sewers	State Highway Department
Streets Lighting	Fire Signals	Salt Lake County
Storm Drains	Traffic Signals	Cable T.V.

The daily familiarity with these services may make even experienced employees treat them too lightly until there occurs a gas explosion, an electrocution, a cave-in, or loss of a vital communication service. Frequent work in a particular area may lead employees to believe they know what other services are there. The rapidly changing demands of today's society leaves no room for such assurance. Recent changes may have been made. This attitude must be consciously avoided at all times. Safety precautions must be a part of job planning. Overhead lines constitute a hazard that must be considered when operating machinery beneath them. Underground services constitute many hazards when damaged in a dig-up.

The most immediate danger to workmen lies in contact with electric service or rupture of a gas service. Such accidents can be prevented by advance planning. But, if they should occur, prompt reporting to the utility concerned is of prime importance. Escaping natural gas constitutes an explosion potential, and the leak must be stopped by trained personnel as soon as possible. Contact with a primary electrical circuit constitutes a shock hazard. If an injured employee is still at the point of contact or rescuers are attempting to remove him, the reactivation of the circuit poses additional hazards. An immediate report to the utility affected will avoid compounding the hazard.

Some of the principal hazards affecting employees and/or public safety are:

Dig-ups resulting in gas explosion, electrocution, flash burns, etc.

Rupture of gas, water, and sewer facilities from using mechanical compaction, boring, or digging equipment.

Electrocution resulting from contact with overhead electrical wires.

Interruption of electrical service or communication lines from dig-ups, pole collapse, etc.

Fractures, contusions, crushes, etc., from being struck by or caught in materials and/or machinery.

Fractures, strains, dislocations, etc., from cave-ins.

Strains from lifting and materials handling tasks.

Eye injuries from dust and debris propelled by machinery and tools used in the operations.

Construction accidents can be prevented by constantly including consideration of necessary safety precautions in planning every job, coordinating with other utilities to locate services near the job site, instruction of workers about hazards involved as each job is explained to them, use of approved protective clothing and equipment, and adherence to approved safe job procedures.

The following safety procedures are established:

BEFORE WORK IS STARTED, a supervisor shall:

1. Check plans to see what public utility services are located on or near the job site area.

2. Contact Blue Stakes Utility Location Services to secure assistance in locating and protecting all underground or overhead services that may be affected.

3. Make a personal inspection of the job site area to identify what signs, post markers, overhead electrical lines, etc., may be seen and make this information known to his men.

4. Obtain the service and repair telephone number of all utilities having services in the job site area, so that an immediate report may be made to them if an accidental contact is made. Notify Blue Stakes Utility Location Services, 532-5000.

NATURAL GAS SERVICE

1. Inform all crew members of locations and depths of buried pipelines.

2. Consult the local gas utility of closely paralleling or crossing buried pipelines.

3. Specifically instruct equipment operators to avoid contacts with buried lines. Do hand digging when in close proximity to buried pipelines.

4. Be aware of proper compaction procedures when using mechanical compaction equipment after backfilling over buried pipelines.

5. Do not use drop-weight type concrete or frost breakers over buried pipelines.

IF A GAS PIPELINE IS DAMAGED

1. Immediately call 911 and the gas utility service and repair office to report the damage.

2. Shut off all motors in the area.

3. Remove all flares or lanterns.

4. Enforce NO SMOKING in the area.

5. Re-route traffic from the immediate area.

6. Do not operate gas valves.

7. Check buildings in the immediate area for gas odors.

8. Request occupants to leave the area if gas odors are detected.

9. Stay near the area until emergency personnel arrive at the scene.

ELECTRICAL TRANSMISSION SERVICE

1. Contact the local electric power utility and Blue Stakes if work is to be done near electric service and accurately locate any buried service.

2. If excavating near poles or guide wires and the possibility of damage to cables or collapse of a pole line exists, consult the power company.

3. If excavating beneath buried conduit or cables, arrangements shall be worked out in advance with the power company concerning maintenance of electrical services, proper support of exposed conduit, and suitable compacting of backfill.

4. All wires and conduit shall be considered energized and dangerous.

5. Booms and protruding parts of construction machinery shall not be operated closer than 10 feet from overhead electrical lines. When construction machinery is operated in close enough proximity to energized lines that a full traverse of the moving parts could result in contact, a signalman shall be provided to direct the operator. Signalmen in those circumstances shall be especially watchful to prevent movement of the machinery any closer than the minimum 10 feet clearance prescribed above.

6. Men on the ground handling suspended loads, slings, cables, or in contact with the machine, are in the most hazardous position if contact with energized electrical lines occurs. Ground crews shall be repeatedly warned of the hazard and especially watchful to prevent such contact.

IF MACHINES CONTACT ENERGIZED WIRES

1. Immediately contact the power company service and repair office.

2. The operator should attempt to swing the boom clear.

3. Persons on the rig are usually safe. If necessary to leave the rig, jump entirely free, being careful that no part of the body comes in contact with the machine and the ground at the same time.

4. When jumping clear of energized equipment, aim for dry ground.

5. Once clear of energized equipment, do not return to it and keep others away from it.

6. If wires are down, post guard to prevent anyone from touching them.

TELEPHONE SERVICE

1. While telephone circuits operate on low voltage and are not an electrical hazard in themselves, they may be energized with higher voltages when crossed with power lines by accident at points far removed from the job site. Consider ALL lines hazardous.

2. Do not cut or disturb guide wires. Sudden release of tension may cause an entire pole line to collapse.

3. Underground telephone cable is generally buried with a minimum cover of 24 inches. Subsequent grading may have reduced this minimum. Pipe pushers, trenchers, boring tools, air hammers, pins for paving and curb forms, etc., should not be used until determining the depth and location of buried telephone cables and conduit.

TRENCHING AND EXCAVATION

The 1990 revised standard:

- Establishes one set of standards for all excavations, including trenches (trenches are excavations that are deeper that they are wide).

- Use terms that are consistent with those of the civil engineering profession and with the construction industry.

- Sets up a system for analyze the soil before workers enter a trench and when conditions change.

- Recognizes professional engineering practices and for approval of all excavations deeper than 20 feet.

- Requires a "competent person" at the work site about soil analysis, protective systems and the excavation standard; this person can recognize existing or potential hazards and correct them.

- Requires employers to protect workers with sloping, shielding or shoring.

MATERIALS HANDLING MACHINERY

1. When moving heavy objects with a crane, use the proper slings and grips to secure the load to be suspended.

2. When guiding a suspended load into position, always use nonconductive rope or nylon tag lines to permit maintenance of a safe distance from the drop zone in case a suspended load should fall, or contact with an electrical service should occur.

3. Never crawl under mobile construction machinery during rest or lunch breaks.

4. Avoid moving a suspended load over persons on the ground, or above persons working in an excavation.

AERIAL PLATFORMS AND BASKETS

City employees use several kinds of mobile equipment that provide platforms or baskets on which they are mechanically lifted to work on things too high to reach from the ground. This equipment is used by Linemen, Tree Trimmers, Firefighters, and in various public service maintenance tasks.

The hazards involved are:

Contact with electrically charged overhead wires.
Falls.
Dropping tools and other objects upon workers below.
Being caught in, on, or between equipment parts.

Extreme care must be exercised when operating this equipment near overhead lines. With certain exceptions, aerial platforms or baskets should not be positioned closer than 10 feet to overhead lines. The exceptions are:

1. Power Department employees who must work on overhead lines.

2. Employees in the Power Department who must service traffic signal installations.

3. Firefighters on emergencies with coordination from the Power Department.

Falls can be prevented by use of adequate and appropriate safety equipment. A raised platform or basket becomes a highly unstable support if jarred by a collision with the base vehicle, or jerky operation, or failure of mechanical controls. Prevention of falls is achieved by using a safety line, strong enough to support the weight of the employee using it, is secured to the employee and to the boom or platform.

The equipment used by City crews has controls located in various parts of the basic machine to operate the out-riggers, booms, power take-off, etc. There is little standardization, even on equipment of the same general type. The operator who activates such controls should make sure that all persons in the vicinity of this equipment are clear of any moving part before power is applied. The supervisor or lead man in charge of the crew is responsible for insuring that this precaution is taken and that appropriate warning is given.

The following safety procedures are established:

1. Always lower out-riggers before raising the basket. (Some equipment now in use is equipped with an interlock which prevents raising the basket until out-riggers are down.)

2. Give verbal warning to persons near the vehicle when lowering out-riggers if an automatic audible signal is not operative.

3. When working aloft in aerial baskets or platforms, a safety line shall be connected to a fitting or harness secured to the platform, basket or boom, and to a safety belt or harness worn by the employee.

WORKING IN PUBLIC RIGHT OF WAYS

Municipal employees are often required to work in or along side right of ways normally used for vehicle or pedestrian traffic to repair utilities services, or perform tree trimming or landscaping tasks, and other maintenance activities. It is desirable that, whenever possible, some continued flow of traffic be maintained with the least possible interference with normal traffic patterns. There are two safety considerations involved. (1) Protecting employees from being struck by vehicular traffic. (2) Helping the using public to safely avoid hazardous obstructions, excavations, etc., that interrupt the flow of both vehicle and pedestrian traffic.

When road surfaces are being repaired, manholes opened, or excavations dug, it is necessary then that adequate warning of the hazard be posted, that a minimum amount of the right of way be blocked off consistent with safety requirements, and that traffic be efficiently re-routed.

If repair work obstructs a traffic lane in a street and thus compresses several lanes of traffic into fewer lanes, warning by signs and barricades must be given to motorists well in advance of the obstruction. If manhole openings and excavations constitute a hazard to pedestrians, then adequate barricades and re-routing of walkways must be provided.

Maintenance activities may include such minor interferences as tree trimming, curb site planting, street sweeper operation, trash pickups, light fixture cleaning, traffic signal repair, etc. They may interfere with normal traffic in the form of standing or slow-moving vehicles and equipment, or occasional movements into the normal right of way. The feature of simultaneous flashing of all turn signal lights should be used, augmented by oscillating or rotating lights, or flashing arrow signs mounted on the vehicle. For minor construction or maintenance operations requiring 15 minutes or less, the work vehicle itself with the high visibility color or reflective markings mounted on the vehicle and warning lights described above, will usually be adequate.

When maintenance or construction activities exceed 15 minutes duration, adequate signs and barricades shall be set up.

The following safety procedures are established:

1. No city street shall be completely closed for utilities repair work without prior approval of the Department Head and adequate notice to the Department of Public Safety.

2. If an open cut is left in a posted traffic lane when work is stopped or suspended for any reason, a steel plate cover, of sufficient strength to sustain normal traffic loads should be placed over the cut and anchored. If a cut cannot be covered and must be left overnight, signs and barricades shall be left in place, adequate lighting shall be provided.

3. Mobile equipment used for maintenance and repair work in City streets shall be equipped with flashing or rotating lights.

4. When a portion of a street has been closed for maintenance and repair work and construction equipment must be intermittently operated in lanes left open to traffic, a person shall be provided to control traffic.

5. Any obstruction of a public right-of-way by City work crews for maintenance and repair work exceeding 15 minutes in duration shall be signed and barricaded according to basic OSHA warning principles.

TRAFFIC WARNINGS

1. Protection of hazards, such as large holes, soft patches, windrows, etc.

   a. Place signs in advance of hazard.

   b. Mark windrow ends with flag during the day and flasher barricades at night.

   c. Protect holes and patches with wooden horses or snow fence barricade at the hazard and add flasher barricades at night.

   d. No gravel windrow shall be left in the middle of the road at night.

   e. Where flags are used to mark a hazard, they shall be replaced by signs as soon as possible.

2. The person in charge of work requiring the placement of flasher barricades shall:

   a. See that the lights are properly placed and adequate for the job. At least two lights will be required when a road is barricaded.

3. Removal of temporary signs:

   a. Signs placed solely for the protection of employees shall be removed at the end of the day's work.

   b. Signs placed to warn of temporary hazards (Bump, One-way Traffic, etc.) shall be removed as soon as the hazard has been eliminated.

4. Protection of employees working on roadway:

   a. "Crew Working" signs shall be placed in advance of the work in both directions.

   b. Work shall be done on one-half of the roadway at a time when patching and/or filling cracks, etc.

   c. Flagperson shall be used where the amount or speed of traffic warrants.

   d. Workers shall wear a highly visible vest or shirt while working on roadway.

FLAGGERS

1. When hazardous conditions or unusual circumstances develop, it shall be necessary to either barricade the area or place flagperson to prevent persons from entering the area until the hazard is removed or eliminated.

2. When overhead work is being performed and an adequate roof or other protection is not provided, barricades with signs, roping off with signs, or other satisfactory means, such as a flagperson shall be provided to prevent entry into the area.

3. "CREW WORKING ABOVE" and similar signs shall be posted where appropriate.

4. When employees are working at the bottom of inclines or steep grades on which equipment is working, adequate flagperson, look-outs, etc. shall be posted to warn of unusual hazards.

5. a. Flaggers must be used to slow down or stop traffic where the building or maintenance of roads or streets is an active process or hazardous traffic may be encountered.

   b. Adequate signs, lights, flags, or other means of warning must appear in advance of all road maintenance or construction. (This includes maintenance of railroad crossings.)

   c. Where slow moving equipment is being used, a warning sign shall be posted and warning lights, signs, and flags shall be attached to such equipment.

6. a. Flaggers shall be selected with care, and only active, able bodied personnel shall be used. They must have good eyesight and hearing and be mentally alert.

   b. All flaggers must receive State Certification before going to the job.

7. a. The flagger's job is to protect his fellow workers and the public.

   b. The flagger shall be responsible for the safe guidance of traffic through the work area.

   c. The flagger must be visible to the approaching motorist and moving machinery soon enough to be able to stop or direct traffic to insure the safety of the job.

   d. It is mandatory that signs or other warnings or directive devices be covered or removed when not in use.

8. A flagperson shall not leave his/her assigned post until relieved or the hazards are removed.

9. In addition to being fully clothed, flaggers must wear a city approved reflectorized vest or other attire so as to be readily detected. In all cases, flaggers must wear a hard hat.

10. Special consideration must be given to night flagging. Adequate lighting, reflective clothing and other methods must insure visibility of the flagging operation.

11. When crews are patching or otherwise working on the traveled surface of a road, in addition to adequate flagging, they shall be attired in a city approved reflectorized vest or similar clothing to make them conspicuous.

12. Any jurisdiction having more rigid regulations shall be complied with.

" WHY SPEND ALL YOUR TIME ON THE JOB SAFETY PROGRAM, THEN LOSE IT ALL TO OFF-THE-JOB CARELESSNESS? "

SECTION XI

CONFINED SPACE

City employees may be sometimes required to work in confined spaces. By definition, a confined space is a space that is large enough and so configured that an employee can bodily enter and perform work. Confined spaces have limited or restricted means for entry or exit and are not designed for continuous occupancy. Examples include storage tanks, storage bins, ductwork, sewers, tunnels, vaults, manholes, valve chambers, and even open pits where heavier-than-air gases may accumulate.

The hazards of confined spaces include but are not limited to flammable or explosive gases or vapors, toxic gases or vapors, and not enough oxygen to support life. These hazards can kill with frightening efficiency and lightning speed. Some are colorless, odorless, and tasteless. With some hazardous gases, even a very small amount is dangerous.

When employees must enter vaults or manholes to clean and repair sewers or to operate, maintain, construct and repair underground electrical circuits, etc., there may be flammable gases, asphyxiant gases, irritant gases, or a lack of oxygen present. These may be caused by natural sewer gases from decomposition, spills or chemical compounds, or gas/liquid seepage through the ground. The protection against these hazards involves precautionary measures. Air monitoring equipment is available to detect the presence of lack of oxygen and other toxic gases or vapors. If air monitoring indicates danger, the area should be purged of dangerous atmosphere whenever possible and ventilated, then air monitoring continued. The source of the contamination should be closed off if possible. Whenever it is necessary for an employee to enter a confined space that is determined hazardous, appropriate respiratory equipment shall be available. In this case, an approved harness and attached line shall be used with a safety attendant at the opening.

All confined spaces shall be identified and classified as **non-permit-required confined spaces** or **permit-required confined spaces**. The degree of hazards that confront entrants determines the classification of the confined space. These hazards include engulfment, worker entrapment, exposure to hazardous atmospheres and other acute hazards. A hazard assessment shall be performed and documented by health and safety personnel to determine each type of confined space.

BASIC TERMS:

Attendant means an individual stationed outside the confined space who monitors the authorized entrants and who performs all attendants' duties assigned in the permit-space program.

Authorized entrant means an employee who is authorized by the employer to enter a permit space.

Entry means the action taken by an employee to pass through the opening into a permit-required confined space. Entry includes ensuring work activities in the space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of the opening into a space.

Hazardous atmosphere is an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury or acute illness for one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10% of it lower explosives limit (LEL)

2. Atmospheric oxygen concentration below 19.5% or above 23.5%

3. Atmospheric concentration of any substance which could result in employee exposure in excess of its permissible exposure limit (PEL)

4. Any other atmospheric condition that is immediately dangerous to life or health (IDLH)

5. Testing shall be the responsibility of the entry supervisor.

Forced Air Ventilation (continuous) shall be used, as follows:

1. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere

2. The forced air ventilation shall be so directed as to ventilate the immediate area where an employee is or will be present within the space and shall continue until all employees have left the space

3. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space

Non-permit-required confined space (enclosed space) is a space that meets the definition of a confined space but, which after evaluation, does not contain or not expected to contain any hazards capable of causing death or serious physical harm.

1. Tested and found *not* to contain nor has expected to contain a hazardous atmosphere. If a hazardous atmosphere is found, it is eliminated by continuous forced air ventilation prior to entry.

2. Tested and found *not* to contain a material that has the potential for engulfing an entrant or eliminated prior to entry.

3. Tested and found *not* to have an internal configuration such that an entrant could be trapped or asphyxiated by inwardly-converging walls or by a floor which slopes downward and tapers to a small cross-section or eliminated prior to entry;
or

4. Tested and found *not* to contain any other recognized serious safety or health hazard.

5. Testing shall be the responsibility of the entry supervisor.

One or more employees may enter without an attendant at the opening, continuous monitoring of the atmosphere or wearing retrieval equipment.

Non-permit-required confined spaces (enclosed spaces) are designed for employee occupancy during normal operating conditions. Electrical and other energy systems will not have to be shut down, nor will the spaces have to be drained of liquids for the employee to enter the space safely. On the other hand, other "permit-required confined spaces" at electrical generation plants are not designed for employee occupancy and require energy sources to be isolated and fluids to be drained for the space before and employees can safely enter.

Permit-required confined space (permit space) is a confined space that has one or more of the following characteristics:

1. Contains a hazardous atmosphere. If a hazardous atmosphere is found, it is eliminated by continuous forced air ventilation prior to entry.

2. Contains a material that can could engulfing the entrant and cannot be eliminated prior to entry.

3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly-converging walls or by a floor which slopes downward and tapers to a small cross-section; or

4. Contain any other recognized serious safety or health hazard.

Permit system is the administrative procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

Rescue service is Fire Department personnel designated to rescue employees from permit spaces but the attendant may preform non entry rescues.

Retrieval system is the equipment (including a retrieval line, chest or full-body harness, and a lifting device or anchor) used for a non entry rescue of employees from permit spaces.
The following safety procedures are established:

RESPONSIBILITIES NON-PERMIT-REQUIRED CONFINED SPACE

1. Before removing the entrance cover, check for the presence of any atmosphere pressure or temperature differences. Test and evaluate whether the space contains a hazardous atmosphere. Any condition making it unsafe to remove the cover shall be eliminated before the cover is removed.

2. Before entering the enclosed space evaluate whether the space contains a hazardous atmosphere.

3. Place a barrier around the opening to prevent an accidental fall into the opening (railing, temporary cover or any other temporary barrier providing the required protection may be used).

4. Attendants shall remain outside the enclosed space during entry operations. The attendant is not precluded from performing other duties outside the space, if these duties do not distract the attendant for monitoring employees within the space. The attendant shall not enter the enclosed space.

5. All air monitoring equipment shall be calibrated to within a minimum accuracy of +10%.

6. Test the space for atmospheric oxygen and flammable gas, and vapor prior to entry of the space. The test shall be accomplished by direct-reading air monitoring instruments capable for providing an immediate analysis of data samples.

7. Should a hazardous atmosphere be found, it shall be eliminated by continuous forced air ventilation prior to entry. The forced air ventilation shall be so directed as to ventilate the immediate area where an employee is or will be present within the space and shall continue until all employees have left the space. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

8. Prior to the use of any open flames within in the space, air monitoring for flammable gas, and vapor shall be conducted and at least once an hour while the open flame is used within the space. Testing shall be conducted more frequently should the conditions indicate an accumulation of flammable gases or vapors.

RESPONSIBILITIES PERMIT-REQUIRED CONFINED SPACE

Entry supervisor:

1. Evaluate the work site to determine if any operations involve permit-required confined spaces.

2. Inform employees who may enter confined spaces, on the existence and location of, and danger posed by the permit spaces, by posting danger signs or other equally-effective means.

3. Inform subcontractors of the requirements for the permit-required confined-space program.

4. Reevaluate permit space when there are changes in conditions.

5. Identify the hazards that may be faced during entry.

6. Attend permit-required confined-space training.

7. Ensure all employees involved with confined-space operations are trained and proficient in those operations.

8. Verify that the appropriate entries have been made on the permit and that all safe operating procedures and equipment have been specified and are in place prior to signing the permit and allowing entry to begin.

9. Verify that the means for summoning the Fire Department is available.

10. Remove unauthorized personnel from the area where permit entry is being made.

11. Determine that entry operations remain consistent with the terms of the entry conditions.

Authorized entrants:

1. Attend confined-space training.

2. Know the hazards that may be present during entry of permit-required space.

3. Properly use equipment required to safely enter the permit-required confined space which may include equipment for testing and monitoring, ventilation, respiratory protection, communication, PPE, lighting, etc.

4. Communicate with the attendant periodically.

5. Alert the attendant whenever a hazardous condition arises.

6. Exit from the space as quickly and safely as possible whenever an order to evacuate is given by the attendant or the entry supervisor, when the entrant recognizes any warning sign or symptom of exposure to a potentially dangerous situation, when the entrant detects a prohibited condition, or when an excavation alarm is given.

Attendants:

1. Attend confined-space training.

2. Know the hazards that may be present, and the symptoms of over-exposure to the chemical and physical hazards faced by the entrants.

3. Be alert to the possible symptoms exhibited by the entrants.

4. Maintain an accurate count of authorized entrants in the permit space and ensure that the permit accurately identifies who is in the permit space.

5. Remain outside the permit space during entry operations until relieved by another attendant.

6. Communicate with entrants to monitor their status.

7. Monitor activities inside and outside the space to determine that it is safe for the entrants to remain in the space, or evacuate the space if a hazardous condition arises.

8. Summon Fire Department rescue and emergency services as necessary.

9. Keep unauthorized personnel from approaching a permit space.

10. Perform non entry rescues as required.

11. Perform entry rescues only if trained and equipped for rescue operation, and only after being relieved by a qualified attendant.

12. Perform no other duties that might interfere with the attendant’s primary duty to monitor and protect the authorized entrants.

Rescue Service -Fire Department

1. Know the hazards of the confined space.

2. Attend confined-space training which includes training on hazard recognition, use of rescue equipment, and a rescue drill prior to entry into confined space with a different configuration.

3. Attend first aid/CPR training and be currently certified.

4. Conduct a rescue drill every twelve months.

PROCEDURES FOR PERMIT-REQUIRED CONFINED SPACE

1. A permit shall be issued for each permit-required confined-space entry. The permit duration is limited to the current shift; a new permit shall be issued daily for any ongoing confined-space work. The permit requirements shall be met by a qualified person; the entry supervisor shall ensure that the permit requirements are met, and sign off on the permit.

2. A written rescue procedure shall be completed prior to any confined-space work. The plan shall include the following:

    a. Rescue equipment must be available before the first entrant enters the confined space.

    b. A trained attendant (Fire Department) shall be assigned to each confined space with required emergency equipment including a fully-charged self-contained breathing apparatus (SCBA) or an emergency egress unit.

    c. The attendant is to keep the lifeline clear, maintain contact with all employees within the confined space and summon help if needed.

    d. The attendant may not leave his post until he or she is properly relieved by rescue assistance or relieved by another attendant.

    e. The attendant may attempt a non entry rescue via a lifeline while waiting for rescue assistance.

3. The following safe entry procedures apply to permit entry confined space sewage lift stations:

    a. An approved harness and attached line must be used for entry into dry wells when the well is equipped with an automatic ventilation system and access is provided by stairs, or ladders not exceeding a 10-foot descent. If the descent by ladders exceeds 10 feet, an attached line should be used until the employee reaches the bottom.

4. When personnel inspect storm sewers and sanitary sewers by walking through them, the following procedures shall apply:

    a. Two manholes ahead of the inspection area shall be opened for ventilation.

    b. At least one employee shall remain on the surface.

    c. Employees walking the sewer shall report to the employee on the surface at each manhole.

    d. All persons in the sewer shall be equipped with self-contained breathing apparatus and air monitoring equipment.

    e. Descents of more than 10 feet require use of a harness and an attachment line tended from the surface until the employee reaches the bottom.

5. The following safe entry procedures apply to the internal inspection of the Little Cottonwood Hydro Project penstock:

    a. Open, lock and tagout radial gates to divert water downstream.

    b. Close, lock and tagout gates (2) on the east wall of diversion facility to prohibit water from entering the penstock.

    c. Open at least one manhole ahead of the inspection. Verify the movement of air providing adequate ventilation.

    d. One employee shall remain on the surface.

    e. Personnel inspecting the penstock shall report to the employee on the surface at each manhole.

    f. If ventilation (natural air movement) is not present, air monitoring will be required to ensure safe environment prior to entry.

PERMIT SYSTEM - All confined-space entry permits shall address the following:

1. Location
2. Duration
3. Hazard identification
4. Hazard control (e.g., lockout/tagout)

5. PPE and special requirements
6. Air-monitoring requirements and documentation of results
7. Personal monitoring
8. Training required
9. Entrants
10. Attendant personnel
11. Rescue personnel
12. Communication procedures
13. Emergency/rescue procedures
14. Confined-space classification
15. Posting of notification

TRAINING FOR PERMIT-REQUIRED CONFINED SPACE

The Departments and the Health/Safety Manager will train personnel involved in a permit-required confined space entry and rescue on the hazards associated with confined-space work. Training will be provided to each affected employee before performing confined-space activities, when there is a change in assigned duties, and when there is any change in safe work procedures. The training will, as a minimum, include the following topics:

- Hazard recognition
- Hazard control
- Emergency entry and exit
- Respirator use
- First Aid/CPR
- Lockout procedures
- Safety equipment
- Rescue drill for each new entry configuration (at least annually)
- Permit systems
- Work practice
- Communications and requirements
- Air monitoring
- Ventilation techniques

TESTING AND MONITORING OF PERMIT-REQUIRED CONFINED SPACE

Entry into any confined space is prohibited until initial testing of the atmosphere for oxygen content and toxic gas concentration is conducted from the outside. Initial monitoring gives critical information concerning oxygen level, flammability, and toxicity hazards. In general, employees will not enter confined spaces if there is *any* indication of flammable vapors greater than acceptable levels, *any* oxygen deficiency or excess, or *any* indication of toxic vapors greater than acceptable levels.

LABELING AND POSTING OF PERMIT-REQUIRED CONFINED SPACE

Prior to entry, all entrances to permit-required confined spaces will have appropriate signs posted. The sign should include the following if applicable:

DANGER
Confined Space Entry
Entry by Permit Only
DO NOT ENTER
Responsible Supervisor's Name

The following statement shall be added where necessary:

Respirator Required for Entry
Lifeline Required for Entry
Hot Work Permitted (Welding or Cutting)
or
No Hot Work Permitted

SAFETY EQUIPMENT AND PPE FOR PERMIT-REQUIRED CONFINED SPACE

The entry supervisor will determine and list on the permit-required confined-space permit the necessary safety equipment and personal protective equipment (PPE). Entry supervisor will ensure equipments proper use and is maintained in proper working conditions.

WORK PRACTICES FOR PERMIT-REQUIRED CONFINED SPACE

1. During the ventilation procedures, blower controls will be at a safe distance from the confined space. Initial testing is to be conducted prior to ventilation to determine what precautions are necessary. If a flammable atmosphere exists, all electrical equipment must be intrinsically safe or explosion-proof as defined by the National Electric Code (NEC). Ventilation systems must not prevent egress from the area or interfere with communications.

2. Lockout/Tagout

   Each permit-required confined space will have isolation procedures specifically developed. The confined space must be completely isolated from all systems by physical disconnect, block and bleed, or blanking and tagging. Electrical system must be deenergized and locked out. Exceptions to this rule will be work functions performed by a qualified Power Department employee. All systems should be checked for stored energy before any entry into the confined space is attempted.

3. Cleaning procedures will be reviewed and approval given by the entry supervisor. Initial cleaning will be conducted from outside of the vessel whenever possible to minimize exposure to employees. Cleaning shall be accomplished by flushing with water or chemical cleaners. In any case gross contamination must be removed before entry is performed.

PROGRAM REVIEW OF PERMIT-REQUIRED CONFINED SPACES

The permit-required confined space entry program shall be reviewed at least annually. The program shall be revised as necessary to ensure the safety of personnel performing permit-required confined-space entries.

Adopted 5/02/96

" A GOOD SAFETY RECORD IS CLEAR EVIDENCE OF GOOD MANAGEMENT. "

SECTION XII

LADDERS AND SCAFFOLDING

Electrocution and free falls are the two most critical types of injuries on ladders and scaffolding. Other hazards include: splinters, slivers, and slips resulting in sprains and strains, bruises and abrasions.

The following safety procedures will prevent accidents and possible injury:

LADDERS

1. Metal ladders shall not be used in the vicinity of electrical circuits.

2. Periodically inspect wooden ladders. Wooden ladders shrink over a period of time. In a stepladder, this may cause steps or back bar members to become loose. Hold the rods beneath the steps with a plier and tighten the nut at the end with a wrench to maintain strength and steadiness.

3. Wooden ladders or scaffold planks should not be painted, as defects may be covered by paint. Use a good grade of spar varnish or a mixture of linseed oil and turpentine to preserve the wood.

4. Nonskid feet shall be used on all straight and extension ladders.

5. Straight ladders form a triangle when placed against the wall or objects for climbing. When properly placed, the bottom side of the triangle should be about one fourth as long as the vertical. (i.e., if the ladder is leaned against a wall eight feet high, the feet should be set two feet from the wall). Ladders shall never be placed against window sash.

6. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Step ladders must not be used as straight ladders; they are not designed for this purpose.

7. If the bottom of a ladder is placed on an insecure surface, secure the ladder in a position by the use of hooks, ropes, spikes, cleats, or other anti-slip devices, or by stationing an employee at the base of the ladder to hold it in position during use.

8. Never stand on the top step of a step ladder to work.

9. Only one person shall be on a ladder at a time.

10. Never carry articles in hand while climbing. Use a hand line to raise and lower tools and materials, or suspend them suitable in a tool belt.

11. Always face a ladder when ascending or descending it and have free use of both hands.

12. Clean muddy or slippery shoes before climbing.

13. Keep rungs clean and free of grease and oil.

14. If it is necessary to place a ladder near a door or where there is potential traffic, set up warning signals or take other precautions to prevent accidental contact that might upset the ladder.

SCAFFOLDING

1. Proper supervision is required to erect scaffolding.

2. Planks and other material used in building scaffolding must be sound and free from knots. Keep planks in good condition with a spar varnish (never paint the planks).

3. Planking shall be adequately cleated; the scaffolding over ten feet should have toe boards, mid-rails, and handrails.

4. Tools on top of the scaffolding are liable to fall and injure someone. Keep tools in a bucket or box lashed on the scaffolding.

SECTION XIII

MOTOR VEHICLES AND MOBILE EQUIPMENT

City vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. They have what advertising men call high exposure. In our relationship with other motorists and pedestrians while operating City vehicles, we control an important influence upon good or bad public relations with the City. By courteous, considerate driving habits, we shall build good public relations, if we apply the principles of defensive driving to avoid accidents.

The following safety procedures are established:

1. All employees shall be responsible for a safety check EACH DAY of any vehicle or mobile equipment he is assigned to drive.

2. Safety checks shall include:

Lights	Power steering and fluid reservoir
Horns	Windshield washers and wipers
Tires	Directional signals
Clutch travel	Brakes and brake fluid
Motor oil	Hydraulic systems

   (Brakes shall be tested by putting the vehicle in gear and applying the brakes to bring it to a stop.)

3. Position all adjustments for safe driving before putting the vehicle into gear, such as seat, inside and outside mirrors, and sitting positions.

4. Drivers of City vehicles must possess a valid Utah Driver's License, and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. The fact that an employee is operating an emergency vehicle does not absolve him from civil or criminal liability for the consequences of wantonly reckless driving. The driver must be in the position to satisfy a jury that he used reasonable care and prudence in operating emergency vehicles. Even though emergency equipment has warning devices, the drivers are expected to <u>PROCEED WITH ALL CAUTION.</u>

5. All slow-moving equipment operated in public right of ways shall be equipped with a triangular shaped reflecting sign in accordance with Utah Motor Vehicle Code.

6. Load security:

   a. Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.

b. Drawers in moveable trucks shall always be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.

c. All tower equipment (ladder trucks, aerial buckets, etc.) will be checked and secured prior to the movement of the vehicle.

d. Only materials and equipment necessary to carry on City work will be transported in or on City vehicles.

7. Never take drugs or strong medication before operating a vehicle. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed, and driving conditions.

8. All persons who drive or ride in City vehicles will, in all cases, wear the installed seat belts.

9. Supervisors are responsible for insuring that all their employees are utilizing the installed seat belts.

10. Not more than three persons shall be permitted to ride in the front of a driver's seat of any vehicle. Persons shall not be transported in any vehicle unless safe and secure seating is provided for each such person.

11. Parking vehicles:

a. Except when working conditions require otherwise, parked vehicles must have motor stopped, key removed and emergency brakes set, and be left in gear.

b. If on a downgrade, turn front wheels towards the curb. If on an upgrade, turn away from the curb. Set brakes, and leave transmission in "park" before leaving the driver's seat.

c. Vehicles <u>will not</u> be parked on the wrong side of the street facing traffic, except in case of emergency.

d. When trucks or vehicles must be stopped on streets or highways, adequate warning signals, including cones, must be used, and also a flagperson, if traffic warrants.

e. Turn signals will not be used as parking warning.

f. Before leaving the curb, look to see that no cars are approaching from either direction, and signal your intention.

12. When backing up a vehicle, be sure the way is clear. Get out of the vehicle when necessary and inspect the area to be backed into. Back up slowly. Sound horn while backing, when necessary. If there is another employee along, he should get out and direct the backing.

13. Never leave the vehicle with the engine running. It is illegal as well as an unsafe practice to leave any vehicle unattended with the motor running. Remove keys from ignition and lock the doors.

14. Drivers must be particularly alert while driving near children. Children must be kept from playing in or about City owned vehicles. While working in area, such as schools, parks, playgrounds, swimming pools, or community centers, drivers will be especially watchful for children and will drive carefully and slowly at all times.

15. Stay within posted speed limits. Slow down when conditions warrant.

16. Do not assume the right-of-way. The driver who has the last chance to avoid an accident may be the driver in the legal right. DON'T BE PUSHY; YIELD OR STOP.

17. Keep a distance behind other vehicles, so as to avoid tailgating. Do not allow others to tailgate. Slow down, pull over to the side, let the tailgater pass.

18. Signal intentions at least 100 feet in advance, including change-in-lanes, and actual change-in-directions. Avoid sudden braking.

19. Turn on low beam headlights during dark periods of the day, such as during rain storms and fog. Headlights should be "on" ½ hour before sunset and until ½ hour after sunrise when driving at night. Parking lights designate a vehicle is parked. Never drive with only parking lights on.

20. Filling tanks:

    a. Shut off the motor of the equipment.

    b. Do not smoke within 50 feet of gasoline pumps.

    c. Keep the hose nozzle against the edge of filler pipe.

    d. To avoid spilling gasoline, do not fill tank too fast or too full.

21. In the event of an accident involving City-owned vehicles, the following procedure will be followed:

    a. Render first aid and call for emergency medical personnel.

    b. Notify the Police Department immediately and request an investigator at the scene.

c. In the event the investigator fails to appear within a reasonable time, exchange names, drivers license numbers and vehicle number with the other persons involved. Offer no information regarding the responsibility for the accident or what should have been done to avoid the accident.

d. All accidents involving personal injury require immediate notification of the accident be given to the City Attorney's office.

e. The driver of the City vehicle must report the accident to his supervisor as soon as possible. The supervisor shall report this accident to the proper authorities as soon as possible.

f. All claims against the City are to be forwarded to the City Recorder's office or the Mayor's office with a copy to the City Attorney.

SECTION XIV

MURRAY CITY TRAFFIC AND PROPERTY INCIDENT POLICY

This policy is not intended to change the disciplinary practices of the individual departments. The intent is to track and document minor accidents and damage to city property for safety statistics, areas possibly being overlooked regarding employee safety focuses, and to determine department and city cost due to these types of incidents.

If a Murray City employee is involved in any vehicle accident while conducting city business, or driving a city vehicle, the employee will:

1. Contact Police if anyone is injured, or if non-city property is damaged with vehicle or equipment.

2. Contact their immediate supervisor as soon as possible, and advise them of the incident.

3. Post-accident testing: A city employee who is involved in a traffic accident while driving a city vehicle or any other vehicle on employment-related business, shall submit to mandatory chemical screening testing of the city's choice.

    A. As soon as is practical after the accident, the employee's division or department head shall take the employee to Work Med for breath and/or sample collection. Samples of either urine or blood, or both, may be obtained as determined by the City. If the accident takes place after hours, or if the employee is transported to the hospital, the employee's division or department head must call Work Med's "after hours pager number" at **249-4604**. Personnel from Work Med will meet the employee to administer the test at a location requested by the City.

    B. If an alcohol test allowed by this method is not administered within eight (8) hours following the determination to test, the City shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test. If a drug test required by this method is not administered within 32 hours following the accident, the City shall cease attempts to administer a drug test, and shall state in the record the reasons for not administering the test.

    C. The employee who refuses urine or blood or both tests shall be immediately removed from duty. Further, the employee without a valid medical explanation shall be subject to disciplinary action , including termination.

4. Fill out a Report of Vehicle/Property Incident Form of the occurrence within 72 hours of the incident and forward this Report to the employee's Supervisor, who will forward it to the Murray City Health/Safety Manager. (This Report will include all parties involved in the accident or damage.

Note: The following applies to all incidents:

A. All accidents or damage to City property incidents will be reviewed on an individual basis. Department Heads will determine what, if any, disciplinary actions should be taken based on the Department policies and procedures. Accidents involving driver error require the employee to attend Utah Safety Council Defensive Driving Course on the second accident within a two (2) year period to help prevent further occurrences. The employee's supervisor will be responsible for determining driver error and may consult with the Police Department in situations where driver error is difficult to determine.

B. Failure to report an accident or damage involving City vehicles or equipment may be grounds for discipline by the Department Heads within Department policy and procedures.

C. Supervisors should retain a copy of all statements completed by the parties involved in the incident. It may be necessary in some incidents to reference these at a later date.

SECTION XV

FIRST AID

While emphasis is placed on the prevention of accidents and injuries that often result, accidents do occur. Prompt, knowledgeable treatment of wounds or other physical results of accidents will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives.

The following first aid rules are established:

1. Each department foreman or supervisor shall receive American Red Cross, Advanced and Hiemlich, first aid training/CPR.

2. First aid cabinets or kits shall be maintained, shall be readily available for use, in Murray City buildings. First aid kits shall be carried on all vehicles as per OSHA standards. All first aid supplies shall be placed in weatherproof containers if supplies could be exposed to the weather.

3. Supervisors or designated vendor are to check first aid supplies at least once per year. The supplies shall be those recommended by OSHA and the American Red Cross. Minimum amounts of each item must be maintained.

4. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

5. Minor medical treatment for cuts, scratches, etc., should be given by the supervisor or a crew leader. Always be sure that open wounds are thoroughly cleansed with soap and water to prevent infection. Tetanus shots should be kept current.

6. There may be cases in which an injured employee, while needing professional attention, could be transported to the hospital by City car. There may be cases, however, in which it is important that the injured employee be transferred by ambulance as a stretcher case with a qualified attendant available. But if there is any doubt in the mind of the supervisor or lead person in charge, it should be resolved by calling 9-911. As an example, the following conditions would definitely indicate <u>ambulance service:</u>

   a. Employees unconscious or apparently in shock.

   b. Any apparent fracture.

   c. Any hemorrhaging.

   d. Severe abdominal cramps and/or vomiting.

e. Other symptoms of internal injury.

f. Any chest pain.

g. Any wound penetrating a body cavity.

7. To obtain emergency medical assistance, phone 9-911 on the City phone system.

8. All animal bites, because of the possibility of rabies, should receive prompt medical attention by a physician. If someone is bitten, an attempt should be made to confine the animal.

9. All injuries, no matter how minor, are to be reported to the City Human Resource Office. Injury report forms shall be made available by the supervisors.

BLOODBORNE PATHOGEN EXPOSURE CONTROL

Employees are at risk for contracting infectious diseases each time they are exposed to bloodborne pathogens. Since it is possible to become infected from a single exposure, these procedures are intended to prevent exposure incidence whenever possible.

Anytime a person has a loss of body fluid, such as blood or saliva, the following general rules are established:

1. Assess the situation
   a. No body fluids are exposed?
   b. Where body fluids are exposed?

2. Call 9-911 when needed

3. Put on latex disposable gloves before helping the person. The gloves are found in the first aid kits in the Department offices.

4. Cordon off the area: Do not let people in the immediate area until the area is cleaned up.

5. Follow proper clean up procedures:
   a. Use only approved bags for disposal
   b. Throw away all bandages and tissues
   c. Mop with approved disinfectant
   d. Throw away latex disposable gloves
   e. Wash hands, arms and face thoroughly
   f. Proper cleaning of contaminated clothes separate from other soiled clothing

6. Do not administer artificial respiration without a mouth shield.

7. Cuts - when an employee gets a minor cut, they should clean up their own blood where possible. For example, an employee who cuts their finger should put their own Band-Aid on, throw away any tissues or paper towels they were using to blot the blood and if their blood got on anything. The employee should clean that item with a solution of 10% bleach or an approved disinfectant. All injuries should be reported to your supervisor.

8. If it's a more serious cut and assistance is needed, the person assisting should put on latex disposable gloves. When cleaning up, take the gloves off without touching the outside of the gloves.

9. All contaminated items should be discarded in a bag for "Biohazard." The Department will discard all items according to OSHA standards.

10. Biohazard Kits should contain:

    Face shields
    Latex gloves
    Mouth shield, a clear mouth barrier for artificial respiration
    Antiseptic towelette
    Trash bags, marked "Biohazard"

    <u>Items are intended for use only once, discard in the proper container after use.</u>

11. Use common sense when dealing with blood or body fluids and if questions arise, contact your supervisor.

12. The employees with a potential for exposure to Bloodborne Pathogens exposure will receive an update under the following conditions:

    a. Whenever new or modified tasks and procedures are implemented which effect exposures of the employees.

    b. At least annually, employees will receive the Bloodborne Pathogens exposure procedures update.

13. The Departments with specific workplace hazards such as the Police and Fire have developed their own Bloodborne Pathogens Exposure procedures.

SECTION XVI

MURRAY CITY SAFETY AWARD/RECOGNITION PROGRAMS

PURPOSE.

To further enhance the city's and the employees' commitment to the prevention and elimination of injuries through a proactive safety awareness program, individuals will be recognized and rewarded for their continued efforts in significantly reducing lost time injuries.

DEFINITIONS.

Effective July 1, 1987, all Murray City employees, except seasonals, will be eligible to participate and receive various levels of safety awards based upon the following job categories.

1. Classification of "Administrative employees" is generally based upon the following FLSA job categories:

   Elected Officials and Staff
   Officials/Administrators
   Professionals
   Para Professionals
   Office and Clerical

2. Classification of "Non-Administrative employees" is generally based upon the following FLSA job categories:

   Technical
   Protective Services - Police/Fire
   Skilled Craft
   Service Maintenance

3. "Days away from work" is defined as any disabling injury/illness which renders the person unable to perform effectively throughout a full shift the essential functions of their regularly established job.

   Computing "Days away from work" is simply based upon each disabling injury/illness and the work days missed as a result thereof. The actual day of the injury will not be included when calculating total lost time.

   Partial absence from a work day which relates to the original injury, such as follow up doctor's appointments or physical therapy, will not be considered "Days away from work."

POLICY

1. Effective January 1, 1993 all regular full and part time employees will begin earning safety points, based on the revised accrual schedule. All points accrued during the calendar year will be converted to a gift certificate which will be presented to the employee during the month of January.

2. On an annual basis employees will receive individual letters showing safety points accrued for the current year. Any "days away from work" injury, testing positive on any drug test, or a preventable or a chargeable traffic accident will cause the forfeiture of ALL current year points by the individual employee involved.

3. Employees on leave of absence without pay will not earn safety points until they return to work. If employee terminates during the calendar year, they will not receive a certificate.

4. City Wide - "Most Improved Lost Time Injury Record" and "Best Three (3) Year Lost Time Injury Record" Plaques will be presented annually to the Group(s) that have (1) the highest percentage improvement in reducing their lost time injuries, based upon their own previous two years lost time records, (2) the overall best three year lost time injury record. Departments classified as administrative are not eligible to receive these plaques.

   If a particular group is awarded the traveling city wide "Most Improved Lost Time Injury Record" plaque three times, they will be presented with a special recognition plaque for permanent display.

5. All departments are encouraged to promote safety awareness through the use of more frequent incentives such as coffee and donuts, calendars, pens, catered luncheons, etc., when a particular safety record has been accomplished; such as going 90 days, six months or a full year without a "days away from work" accident.

6. The gift certificates will be administered through the Human Resource department, with each department/division being responsible for presenting them annually to their employees during the month of January.

7. This program was approved effective July 1, 1987 and will go back to January 1, 1987 for purposes of establishing a full calendar year's injury record which will then be used to determine our first year award recipients and future years thereafter.

ADMINISTRATIVE SAFETY POINT ACCRUAL SCHEDULE

Years With No Lost Time Injuries	Points Biweekly	Points Per Year
1- 5	57.70	1500
6-10	76.94	2000
11-15	96.17	2500
16-20	115.40	3000
21-25	134.64	3500
26-30	153.87	4000
31+	173.08	4500

NON-ADMINISTRATIVE SAFETY POINT ACCRUAL SCHEDULE

Years With No Lost Time Injuries	Points Biweekly	Points Per Year
1- 5	115.40	3000
6-10	153.87	4000
11-15	192.34	5000
16-20	230.80	6000
21-25	269.26	7000
26-30	307.74	8000
31+	346.15	9000

NOTE: Accrual will be prorated for employees working less than 40 hours a week.

GIFT CERTIFICATE SAFETY INCENTIVE PROGRAM

A JOB IS WELL DONE ONLY IF IT IS DONE SAFELY

CONGRATULATIONS, for being part of the EMPLOYEE SAFETY INCENTIVE AWARD PROGRAM at Murray City Corporation, which is specifically designed to reward each of you annually with a gift certificate for working safely here on the job.

SAFETY is becoming more and more important in your everyday life and as the cost of providing insurance continues to sky rocket, it is imperative that on-the-job accidents be cut drastically.

HOW THE PROGRAM WORKS:

1. Effective January 1, 1993 all regular full and part time employees will begin earning safety points, based on the revised accrual schedule. All points accrued during the calendar year will be converted to a gift certificate which will be presented to you during the month of January.

2. Based upon the number of years you have worked without a "days away from work" injury and whether your job is classified as non administrative or administrative, each pay period you will be awarded a specific number of safety points for a perfect accident free work pay period. Job classification and point accrual schedules have been included for you. On an annual basis, you will receive an individualized letter showing safety points accrued.

3. Safety points will be accumulated and redeemed for you at the beginning of each new calendar year, as follows:

1000 safety points	$10.00 Gift Certificate
1500 safety points	$15.00 Gift Certificate
2000 safety points	$20.00 Gift Certificate
2500 safety points	$25.00 Gift Certificate
3000 safety points	$30.00 Gift Certificate
3500 safety points	$35.00 Gift Certificate
4000 safety points	$40.00 Gift Certificate
4500 safety points	$45.00 Gift Certificate
5000 safety points	$50.00 Gift Certificate
5500 safety points	$55.00 Gift Certificate
6000 safety points	$60.00 Gift Certificate
6500 safety points	$65.00 Gift Certificate
7000 safety points	$70.00 Gift Certificate
7500 safety points	$75.00 Gift Certificate
8000 safety points	$80.00 Gift Certificate
8500 safety points	$85.00 Gift Certificate
9000 safety points	$90.00 Gift Certificate

4. Employees who test positive on random drug testing in the Commercial Drivers License and City-Wide programs, Reasonable Suspicion, Post Accident drug testing or promotional drug testing will not receive a gift certificate.

5. Employees who are involved in a "preventable" or a chargeable traffic accident will not receive a gift certificate.

RULES

1.	ELIGIBILITY	All regular full time and part time employees.
2.	ACCIDENT FREE MONTH	Each pay period each employee will be awarded a specific number of Safety Points for working without a "days away from work" injury.
3.	ACCRUAL OF POINTS	Effective January 1, 1993 new employees will begin accruing points from date of hire. Accrual is also based upon the number of years you have worked without a "days away from work" injury and the number of hours you work per week and whether your job is classified non-administrative or administrative.
4.	POINTS EARNED	Cannot be transferred to another employee.
5.	POINTS FORFEITED	Testing positive on any drug test, a preventable or a chargeable traffic accident, or any on the job "days away from work" injury will cause the forfeiture of ALL current year points by the individual employee involved.
6.	LEAVES OF ABSENCE	Employees on leave of absence without pay will not earn safety points until they return to work.
7.	TERMINATED EMPLOYEES	Employees who terminate during the calendar year will not receive a certificate.
8.	POINTS STATEMENT	On an annual basis, employees will receive an individualized letter showing safety points earned.

9. REDEEMED POINTS	Accrued points will be redeemed at the beginning of each new calendar year. New employees accruing less than 1000 points their first year will not be eligible to redeem them until the following year.
10. GIFT PRESENTATION	All gift certificates will be available for distribution and presentation during the month of January by your department/division.

We sincerely hope that our SAFETY AWARD PROGRAM will provide you with the incentive to think a little harder and more clearly when it comes to working safely for Murray City. Accidents happen in a split second and it's just that lapse of concentration at that moment that can cause it all. Stay alert, be sharp and work safely.

REMEMBER: SAFETY IS NO ACCIDENT

SECTION XVII

VIOLATIONS OF SAFETY POLICIES/PROCEDURES

All employees have signed an agreement to carefully study, understand, and follow the management policies contained in the Safety Manuals including the Power Department APPA Safety Manual. The goal of discipline is to correct safety non compliance by following the City Management Policies outlined in the occupational safety program. Safety policies are a condition of employment that concern individual safety, the safety of fellow employees, and the safety of the general public affected by City functions. This may be achieved by applying these basic principles:

1. Regularly remind all employees of the proper conduct as contained in the City Safety Manuals.

2. Call immediate attention to the infraction.

3. Apply discipline consistently.

4. Consult with line supervisor, Department/Division heads and the Human Resources Director regarding problem cases.

FORMS OF DISCIPLINE THAT MAY BE IMPOSED

All employees of Murray City are subject to disciplinary action for violations of established safety policy/procedures. Discipline generally involves one of the following, however, combinations or level of disciplinary action may be imposed in any fact situation based upon the type, frequency and seriousness of the incident/ injury/ accident. For example, a more serious sanction may be warranted for violations which has resulted in personal injury or property damage. On the other hand, lesser level of discipline may be appropriate for a less serious violation which does not involve personal injury or property damage.

ORAL REPRIMAND: This is a clear, verbal communication to the employee that a safety violation as contained in the Safety Manuals has occurred and includes a warning the violation is not to occur again. This form of discipline shall be appropriate for minor infraction, but not for serious safety infractions.

WRITTEN REPRIMAND: This is the written record of violation of safety policies and includes a reference to all previous disciplinary action's and/or new violations. A copy of the reprimand will be placed in the employee's personnel file.

SUSPENSION WITHOUT PAY: Suspension is a serious penalty and applies to serious violation of safety policies which endanger an individual's safety, the safety of fellow employees, and the safety of the general public or continued violation of the policy.

PLACED ON PROBATION: The movement of an employee from the status of a regular career or civil service employee to a probation status for unsatisfactory job performance is permissible and can be used as a disciplinary action.

DEMOTION: This form of discipline is used in an attempt to encourage a change in the employees work habits, attitude and conduct concerning an individual's safety, the safety of fellow employees, and for the safety of the general public, while on the job. However, there are some instances where management shall have the option of demoting or dismissing an individual who is totally unresponsive to making the required corrections, adjustments, etc.

DISMISSING AN EMPLOYEE: Dismissal will follow attempts to correct the serious violation of one or more safety policies or where significant injury or property damage has occurred.

An employee may seek an administrative review of any action taken under this policy as provided by state law or City ordinance (refer to Career Service or Civil Service Grievance/Appeal procedures).

Adopted 5/02/96